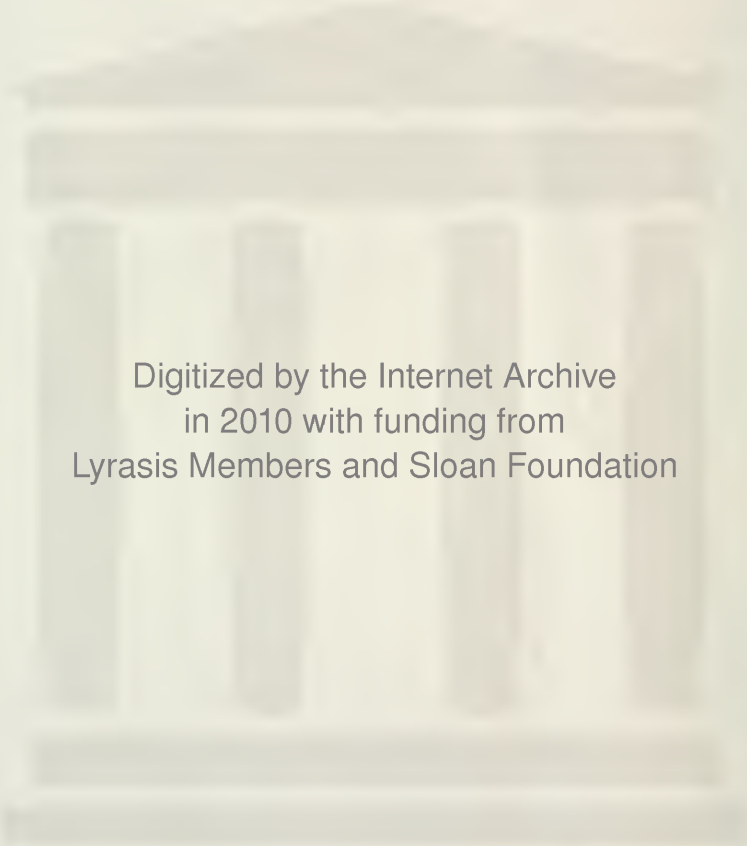




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**SCHOOL OF
SOCIAL SCIENCES
AND
PUBLIC AFFAIRS**

WASHINGTON

DISTRICT OF COLUMBIA

THE AMERICAN UNIVERSITY BULLETIN

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THE AMERICAN COUNCIL ON EDUCATION

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THE MIDDLE STATES ASSOCIATION
OF COLLEGES AND SECONDARY SCHOOLS

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CLASS SCHEDULES

A class schedule including descriptions of all courses and the time and place of meetings is published prior to the registration period for each semester and the summer session.

The fall semester schedule is issued on August 15

The spring semester schedule is issued on January 1

The summer Session schedule is issued on May 1

Please address all communications and requests for further information to:

Office of the Director
School of Social Sciences and Public Affairs
The American University
1901 F Street, Northwest
Washington 6, District of Columbia

CORRECTION

Courses listed under this sticker will not be offered. The duplication of numbers and of description of courses was occasioned by an error in printing.

THE AMERICAN UNIVERSITY

SCHOOL OF
SOCIAL SCIENCES
AND
PUBLIC AFFAIRS

GRADUATE DIVISION

UNDERGRADUATE DIVISION

Course Offerings for 1943-1944

General Announcements for 1944-1945

1901 F STREET, NORTHWEST
WASHINGTON 6, DISTRICT OF COLUMBIA

CALENDAR

1944

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
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1945

JANUARY	FEBRUARY	MARCH	APRIL
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1946

JANUARY	FEBRUARY	MARCH	APRIL
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ACADEMIC CALENDAR

1944-1945

1944

June 19, Monday. Summer session classes begin.

July 17, Monday. Final date for submitting applications for autumn comprehensive examinations for advanced degrees.

July 28, Friday. First half summer session classes end.

September 4-20, Tuesday-Wednesday. Registration for the fall semester.

September 8, Friday. Full session and second half summer session classes end.

September 21, Thursday. Fall semester classes begin.

September 23-24, Friday-Saturday. Graduate language examinations.

October 27, Friday. Final date for submitting applications for the Graduate Record Examination in November.

October 30-November 8, Monday-Wednesday. Autumn comprehensive examinations for advanced degrees.

November 11-12, Saturday-Sunday. The Graduate Record Examination.

November 23, Thursday. Thanksgiving holiday (one day only).

December 21, Thursday. Last night of regular class meetings prior to the Christmas holiday.

1945

January 1, Monday. Class work resumed.

January 5-6, Friday-Saturday. Graduate language examinations.

January 17, Wednesday. Final date for submitting thesis topics for June Commencement.

January 22-26, Monday-Friday. Fall semester final examination period.

January 29-February 3, Monday-Saturday. Registration for the spring semester.

February 5, Monday. Spring semester classes begin.

March 1, Thursday. Final date for submitting applications for spring comprehensive examinations for advanced degrees.

April 20, Friday. Final date for submitting applications for the Graduate Record Examination in May.

April 23-May 2, Monday-Wednesday. Spring comprehensive examinations for advanced degrees.

May 1, Tuesday. Final date for completion of final oral examinations on theses for advanced degrees to be conferred in June.

May 5-6, Saturday-Sunday. The Graduate Record Examination.

May 21, Monday. Final date for deposit in registrar's office of four typewritten copies of thesis, one properly signed by thesis committee.

May 28-June 1, Monday-Friday. Spring semester final examination period.

June 3, Sunday. Baccalaureate.

June 4, Monday. Commencement.

June 11, Monday. Summer session classes begin.

July 20, Friday. First half summer session classes end.

September 14, Friday. Full session and second half summer session classes end.

Classes will convene on the following legal holidays unless a general government holiday is declared: November 11, January 1, February 22, May 30, and July 4.

INSTRUCTIONAL STAFF

THE FACULTY

1943-1944-1945

Members of the faculty are listed in the order of seniority and rank. The date following a name indicates the year of the first appointment to the University staff.

- PAUL F. DOUGLASS (1941), *President of the University*. B.A., M.A., LL.B., Ph.D.
- FRANK WILBUR COLLIER (1914), *Professor Emeritus of Philosophy*. B.A., Johns Hopkins; S.T.B., Ph.D., Boston.
- GEORGE S. DUNCAN (1914), *Professor Emeritus of Egyptology and Assyriology*. B.A., Williams; M.A., B.D., Princeton; Ph.D., Dickinson.
- ELLERY CORY STOWELL (1922), *Research Professor of International Law*. B.A., Harvard; docteur en droit, Paris; Graduate of the École libre des Sciences Politiques, Paris.
- ERNST CORRELL (1929), *Professor of Economic History*. Dr. oec. publ., Munich.
- CATHERYN SECKLER-HUDSON (1933), *Professor of Political Science and Public Administration*. B.S., Northeast Missouri State Teachers; M.A., Missouri; Ph.D., American.
- LEON C. MARSHALL (1936), *Clendenen Professor of Political Economy*. B.A., LL.D., Ohio Wesleyan; B.A., M.A., Harvard.
- EUGENE N. ANDERSON (1936), *Professor of European History*. B.A., Colorado; Ph.D., Chicago. On leave with Office of Strategic Services.
- FRITZ KARL MANN (1936), *Professor of Economics*. Dr. Jur., Goettingen; Dr. Phil., Berlin.
- LOUIS C. HUNTER (1937), *Professor of American History*. B.A., Knox; M.A., Ph.D., Harvard. On leave with Army Industrial College.
- FRANK LORIMER (1938), *Professor of Population Studies*. B.A., Yale; M.A., Chicago; B.D., Union; Ph.D., Columbia. On leave with Foreign Economic Administration.
- PITMAN BENJAMIN POTTER (1944), *Grozier Professor of International Law*. B.A., M.A., Ph.D., Harvard.
- HAZEL H. FEAGANS (1929), *Associate Professor of English*. B.A., B.E., George Washington; M.A., American.
- ANNE JENSEN (1930), *Associate Professor of Library Administration*. B.A., Des Moines; B.S. in L.S., Illinois.
- MERRITT C. BATCHELDER (1935), *Associate Professor of English*. B.A., Hillsdale; M.A., Columbia; Ph.D., Iowa.
- OSCAR WEIGERT (1938), *Associate Professor of Comparative Social Legislation*. Dr. Jur., Marburg. On leave with Office of Strategic Services.
- HARRY W. KETCHUM (1939), *Associate Professor of Economics*. B.A., Denver; M.B.A., Harvard.
- HIRAM M. STOUT (1939), *Associate Professor of Political Science*. B.A., DePauw; M.A., Ph.D., Harvard. On leave with War Department.
- LUDWIG M. HOMBERGER (1939), *Associate Professor of Transportation*. Dr. Jur. et rer. pol., Wurzburg.
- GEORGE WINSTON SMITH (1940), *Associate Professor of History*. B.A., M.A., Illinois; Ph.D., Wisconsin.
- JAMES J. ROBBINS (1941), *Associate Professor of Political Science*. B.A.,

- California; M.A., Harvard; Ph.D., Princeton.
- MAURICE ALLISON MOOK (1941), *Associate Professor of Sociology*. B.A., Allegheny; M.A., Northwestern; Ph.D., Pennsylvania.
- * WILLIAM H. S. STEVENS (1921), *Adjunct Professor of Economics*. B.A., Colby; M.A., George Washington; Ph.D., Pennsylvania. (Assistant Director, Bureau of Transport Economics and Statistics, Interstate Commerce Commission.)
- HENRY B. HAZARD (1928), *Adjunct Professor of Political Science*. LL.B., Oregon; LL.M., D.C.L., American. (Director of Research and Informational Services, Immigration and Naturalization Service, Department of Justice.)
- HOWARD S. PIQUET (1933), *Adjunct Professor of Economics*. B.S., New York; M.A., California; Ph.D., Princeton. (Executive Secretary, United Nations Interim Commission on Food and Agriculture.)
- AMOS E. TAYLOR (1934), *Adjunct Professor of Economics*. B.A., Gettysburg; M.A., Chicago; Ph.D., Pennsylvania. (Director of Bureau of Foreign and Domestic Commerce, Department of Commerce.)
- OLIVER C. SHORT (1936), *Adjunct Professor of Public Administration*. B.A., M.A., Pennsylvania; L.H.D., American. (Director of Personnel, Department of Commerce.)
- * CAROLINE F. WARE (1936), *Adjunct Professor of Social Economy*. B.A., Vassar; M.A., Ph.D., Radcliffe.
- * RALPH E. TURNER (1936), *Adjunct Professor of History*. B.A., M.A., Iowa; Ph.D., Columbia. (Assistant Chief, Science, Education and Art Division, Department of State.)
- * WILLIAM DOW BOUTWELL (1936), *Adjunct Professor of Public Relations*. B.S., Illinois. (Director, Information Service, U. S. Office of Education, Federal Security Agency.)
- GUSTAV PECK (1936), *Adjunct Professor of Economics*. B.A., M.A., Columbia; Ph.D., Brookings Institution. (Consultant to the Chairman, War Production Board.)
- * JOHN N. WEBB (1937), *Adjunct Professor of Statistics*. B.A., M.A., Ph.D., Columbia.
- OLON JUSTUS BUCK (1937), *Adjunct Professor of History and Archival Administration*. B.A., M.A., Wisconsin; Ph.D., Harvard. (Archivist of the United States.)
- W. A. JUMP (1937), *Adjunct Professor of Financial Administration*. (Director of Finance and Budget Officer, Department of Agriculture.)
- JOHN B. PAYNE (1937), *Adjunct Professor of Accounting*. B.A., George Washington; C.P.A., State of North Carolina. (Treasurer, Commodity Credit Corporation, Department of Agriculture.)
- CYRIL B. A. UPHAM (1937), *Adjunct Professor of Economics*. B.A., Morningside; Ph.D., Iowa; LL.B., George Washington. (Deputy Comptroller of the Currency, Treasury Department.)
- ERNST POSNER (1939), *Adjunct Professor of Archival Administration*. Dr. Phil., Berlin.
- KARL PRIBRAM (1941), *Adjunct Professor of Economics*. Dr. jur., Prague. (Principal Economist, U. S. Tariff Commission.)
- CLIFTON E. MACK (1942), *Adjunct Professor of Public Administration*. LL.B., Suffolk. (Director, Procurement Division, Treasury Department.)
- DONALD STONE (1942), *Adjunct Professor of Public Administration*. B.A., Colgate; M.S., Syracuse. (Assistant Director in charge of Administrative

* As of 1943-4.

Management, Bureau of the Budget.)
 C. LAW WATKINS (1942), *Adjunct Professor of Art*. B.A., Yale. (Director, Phillips Gallery Art School; Associate Director, Phillips Memorial Gallery.)
 EGON RANSHOFEN - WERTHEIMER (1941), *Visiting Professor of International Administration*. Ph.D., Heidelberg.

HELEN G. MATTHEW (1943), *Instructor in Political Science*. B.A., Hunter; M.A., Columbia.
 ADOLPH B. DRUCKER (1941), *Research and Teaching Fellow in International Economics*. Dr. Jur., Dr. Pol. Sc., Vienna.
 MYRON KANTOROVITZ (1942), *Milbank Research Fellow in Population Studies*. Ph.D., Berlin.

REGULAR LECTURERS

The instructional staff of The American University includes scholars in the services of the government, learned societies, research organizations, and national associations with headquarters in Washington.

The regular lecturers for the academic year, 1943-4, are listed alphabetically below.

BEATRICE AITCHISON, *Lecturer on Statistics*. B.S., Goucher; M.A., Oregon; M.A., Ph.D., Johns Hopkins. (Economist, Interstate Commerce Commission.)

KENNETH B. ATKINSON, *Lecturer on Personnel Administration*. B.S., Princeton. (Chief, Placement Branch, Civilian Personnel Division, Army Air Forces.)

E. F. BARTELT, *Lecturer on Government Accounting*. (Commissioner of Accounts, U. S. Treasury Department.)

RALPH C. BEDELL, *Lecturer on Reading*. B.S., Central Missouri State Teachers; Ph.D., Missouri. On leave from University of Nebraska.

NORMA BIRD, *Lecturer on Psychology*. B.A., Ohio Wesleyan; M.A., Toledo; Ph.D., Columbia.

WALTER C. BORCHERS, *Lecturer on Portuguese*.

ERNEST R. BRYAN, *Lecturer on Public Relations*. B.A., Syracuse; M.A., George Washington. On leave from The National Archives.

HELEN L. CHATFIELD, *Lecturer on Records Administration*. (Archivist, Treasury Department.)

JULIA CHEN, *Lecturer on Chinese*. B.A., Hwa Nan; M.A., Ph.D., American.

ANTONIO CIOCCO, *Lecturer on Public Health*. D.Sc., Johns Hopkins. (Senior Statistician, Division of Public Health Methods, U. S. Public Health Service.)

PARMELY C. DANIELS, *Lecturer on Public Administration*. B.A., Drake; M.A., Iowa. (Assistant Chief, Personnel Research, Office of Secretary of War.)

SCOTT DAYTON, *Lecturer on Statistics*. B.S., M.S., California. (Principal Statistician, Statistics and Progress Branch, Control Division, Army Service Forces, War Department.)

GEORGE F. DEASY, *Lecturer on Economic Geography*. B.A., M.A., Cincinnati. (Geographer, War Department.)

CORWIN D. EDWARDS, *Lecturer on Industrial Organization*. B.A., Missouri; B.Litt., Oxford; Ph.D., Cornell. (Consultant, Commodities Division, Department of State.)

JOHN G. ERHARDT, *Lecturer on Foreign Service*. Ph.B., Hamilton. (Di-

- rector, Office of Foreign Service Administration, Department of State.)
- WALTON C. FERRIS, *Lecturer on Foreign Service*. (Foreign Service Officer, Department of State.)
- HARRY H. FITE, *Lecturer on Personnel Administration*. B.A., Pomona. (Senior Administrative Analyst, Division of Administrative Management, Bureau of the Budget.)
- WALTER GALENSON, *Lecturer on Labor Economics*. B.S., M.A., Ph.D., Columbia. (Alternate Public Member, Building Trades, Wage Adjustment Board.)
- FREDERIC W. GANZERT, *Lecturer on Latin American History*. B.A., M.A., Ph.D., California. (Research Analyst, Division of Records and Analysis, Office of the Budget and Administrative Planning, Foreign Economic Administration.)
- MILTON GILBERT, *Lecturer on Economics*. B.S., Temple; M.A., Ph.D., Pennsylvania. (Chief, National Income Unit, Bureau of Foreign and Domestic Commerce, Department of Commerce.)
- ABRAHAM GOLDFELD, *Lecturer on Housing*. Ph.D., New York. (Director, Management Review Division, Federal Public Housing Authority.)
- FRANKLIN C. GOWEN, *Lecturer on Italian*. (Foreign Service Officer, Department of State.)
- JAMES F. GRADY, *Lecturer on Government Correspondence*. B.A., Boston College. (Executive Assistant, Recruitment and Manning Organization, War Shipping Administration.)
- PHILIP W. HAN, *Lecturer on Korean*. B.A., Yonhui University, Korea; B.A., M.A., Syracuse. (Assistant to Librarian, Division of Orientalia, Library of Congress.)
- CLYDE W. HART, *Lecturer on Social Economy*. B.A., James Millikin. On leave as Professor of Sociology, University of Iowa. (Special Assistant to the Administrator in charge of Public Opinion, Office of Price Administration.)
- FLOYD C. HOLMES, *Lecturer on Business Administration*. B.A., Northwest Missouri State Teachers College; J.D., Northwestern. (Principal Business Analyst, Office of Alien Property Custodian.)
- HOWARD T. HOVDE, *Lecturer on Marketing*. B.S., Ph.D., Pennsylvania. On leave from Wharton School of Finance and Commerce, University of Pennsylvania. (Consultant, Bureau of Foreign and Domestic Commerce, Department of Commerce.)
- GEORGE R. HULVERSON, *Lecturer on Personnel Administration*. B.A., Depauw. (Director of Personnel, Federal Home Loan Bank Administration.)
- RICHARD RUSSELL HUTCHESON, *Lecturer on Speech*. B.S., Mansfield State Teachers College; M.A., Peabody. (Assistant Professor of Speech, University of Maryland.)
- ERIC KOHLER, *Lecturer on Accounting*. B.A., Michigan; M.A., Northwestern. (Executive Officer, Petroleum Administration for War.)
- RENSIS LIKERT, *Lecturer on Psychology*. B.A., Michigan; Ph.D., Columbia. (Head, Division of Program Surveys, Bureau of Agricultural Economics, Department of Agriculture.)
- PIERRE LOVING, *Lecturer on Writing*. (Washington Correspondent, International News Service.)
- FRITZ MACHLUP, *Lecturer on Economics*. Dr. Sc. Pol., Vienna. On leave as Goodyear Professor, University of Buffalo. (Economic Consultant, Office of Alien Property Custodian.)
- JOHN W. MANNING, *Lecturer on Political Science*. B.A., Georgetown; M.A., Louisville; Ph.D., Iowa. On leave as

- Professor of Political Science, University of Kentucky. (Assistant Chief, Office of Technical Information, Adjutant General's Office.)
- ROBERT JOHN MATTHEW, *Lecturer on French*. B.A., New Hampshire; Des L., Clermont-Ferrand, France. On leave from College of City of New York.
- JAMES R. MOCK, *Lecturer on Writing*. B.A., DePauw; M.A., Ph.D., Wisconsin. (Editor, Economist, Bureau of Labor Statistics, Department of Labor.)
- ALEXANDER M. MOOD, *Lecturer on Statistics*. Ph.D., Princeton.
- FRANK H. MORTIMER, *Lecturer on Graphic Arts*. (Director, Typography and Design, Government Printing Office.)
- JACOB PERLMAN, *Lecturer on Labor Statistics*. B.A., M.A., Ph.D., Wisconsin. (Chief Economist, Bureau of Old Age and Survivors Insurance, Social Security Board.)
- G. ST. J. PERROTT, *Lecturer on Public Health*. B.A., M.A., North Dakota. (Chief, Division of Public Health Methods, National Institute of Public Health.)
- RAEFEL B. PUENTE-DUANY, *Lecturer on Spanish*. D.C.L., Habana.
- E. C. RAYSON, *Lecturer on Accounting*. B.A., Rochester; C.P.A., State of Illinois. (Professor of Accounting, University of Maryland.)
- MARGARIDA RENO, *Lecturer on Portuguese*.
- CHARLES S. RHYNE, *Lecturer on Political Science*. B.A., Duke; LL.B., George Washington. (Executive Director, National Institute of Municipal Law Officers.)
- GEORGE A. SHIPMAN, *Lecturer on Public Administration*. B.A., M.A., Wesleyan; Ph.D., Cornell. (Chief, Management Organization Section, Division of Administrative Management, Bureau of the Budget.)
- CAROL SLEICHER, *Lecturer on Reading*. B.S., Wellesley; M.A., Columbia. (Associate Personnel Technician, Tests and Measurements, Civil Aeronautics Administration.)
- ARTHUR SMITHIES, *Lecturer on Economics*. LL.B., Tasmania; B.A., Oxford; Ph.D., Harvard. (Principal Fiscal Analyst, Fiscal Division, Bureau of the Budget.)
- OTIS P. STARKEY, *Lecturer on Economic Geography*. B.A., M.A., Ph.D., Columbia. On leave as Assistant Professor of Geography, University of Pennsylvania.
- J. STEVENS STOCK, *Lecturer on Statistics*. B.S., M.A., American. (Acting Head, Statistics Section, Planning and Control Branch, Shore Establishment and Civilian Personnel Division, Navy Department.)
- ERNST W. SWANSON, *Lecturer on Corporation Finance*. Ph.B., Ph.D., Chicago. (Principal Fiscal Analyst, Fiscal Division, Bureau of the Budget.)
- GEORGE A. TESORO, *Lecturer on Economics*. Dr. Jur., Dr. Pol. Sc., Rome. (Consultant and Principal Analyst, Liberated Areas Branch, Foreign Economic Administration.)
- MELVILLE J. ULMER, *Lecturer on Statistics*. B.S., M.A., New York. (Chief, General Price Research Section, Prices and Cost of Living Branch, Bureau of Labor Statistics.)
- DOLORES ANDUJAR DE UMBACH, *Lecturer on Spanish*. B.A., Goucher; M.A., Puerto Rico.
- JOHN P. UMBACH, *Lecturer on German*. M.A., Johns Hopkins; Dipl.rer.pol., University of Frankfurt; Ph.D., Vienna. (Associate Editor, Monthly Labor Review, Bureau of Labor Statistics, Department of Labor.)

MARIE DI MARIO WANN, *Lecturer on Mathematics*. B.A., Hunter; M.A., Ph.D., Columbia. (Senior Economic Statistician, Food Price Division, Office of Price Administration.)

GEORGE WYTHE, *Lecturer on Latin-American Economics*. B.A., Texas; Ph.D., George Washington. (Chief, American Republics Unit, Bureau of Foreign and Domestic Commerce, Department of Commerce.)

WALTER H. YOUNG, *Lecturer on Business Law*. B.A., Ohio Wesleyan; LL.B., George Washington. (At-

torney, Reconstruction Finance Corporation.)

MORRIS ZELDITCH, *Lecturer on Public Assistance*. B.E., Johns Hopkins; M.A., Pittsburgh.

HARRY BREDEMEIER, *Laboratory Assistant in Statistics*. B.A., Cincinnati. (*Economic Analyst*, Foreign Economic Administration.)

JACK DECKER, *Laboratory Assistant in Statistics*. B.A., Brooklyn; M.A., Columbia. (*Associate Business Economist*, Economic Analysis Section, Office of Price Administration.)

SPECIAL LECTURERS

The special lecturers for the academic year 1943-1944 are listed alphabetically below.

SPECIAL LECTURERS ON ARCHIVAL ADMINISTRATION

Philip C. Brooks, Assistant Director of Operations, The National Archives; Oliver W. Holmes, Director of Research and Records Description, The National Archives; Maria W. Jurriaanse, Archivist of the Dutch Embassy; Dan Lacy, Assistant to the Archivist of the United State, The National Archives; Adelaide E. Minogue, Chief, Cleaning and Rehabilitation Section, The National Archives; Vernon D. Tate, Chief, Division of Photographic Archives and Research, The National Archives; Almon R. Wright, Chief, Division of State Department Archives, The National Archives.

SPECIAL LECTURERS ON AIR TRANSPORTATION

John Crane, Chief, Transportation Unit, Department of Commerce; Lieutenant Colonel Samuel A. Gates, Air Transport Command, Washington National Airport; John Groves, Air Transport Association; Roland P. Monsen, Chief, Division of Rates and Audit, Civil Aeronautics Board; L. Welch Pogue, Chairman, Civil Aeronautics Board; Stewart G. Tipton, Assistant General Counsel, Civil Aeronautics Board; Edward P. Warner, Member, Civil Aeronautics Board.

SPECIAL LECTURERS ON BUDGETING

Harold Ball, Assistant to the Chief Accountant, Bureau of Accounts, Treasury Department; Gerhard Colm, Chief Fiscal Ana-

lyst, Fiscal Division, Bureau of the Budget; Eric L. Kohler, Executive Officer, Petroleum Administration for War; Arthur MacMahon, Professor of Government, Columbia University; Donald C. Stone, Assistant Director in charge of Administrative Management, Bureau of the Budget; George A. Shipman, Chief, Management Organization Section, Division of Administrative Management, Bureau of the Budget.

SPECIAL LECTURERS ON INTERNATIONAL ORGANIZATION

George Haberler, Professor of Economics, Harvard University; Duncan Hall, former League of Nations Secretariat; Bertram Pickard, National Planning Association; Arthur Ringland, President's War Relief Control Board; Mrs. T. Sender, Author and Lecturer now at UNRRA; Leon Steinig, Secretary, Opium Supervisory Committee; Pierre Waelbroeck, Assistant Director, International Labor Office of Montreal.

SPECIAL LECTURERS ON LABOR ECONOMICS

Elizabeth Christman, Secretary, National Women's Trade Union League of America; Walter Galenson, Public Member, Building Trades, Wage Adjustment Board; Meredith Givens, Consultant with the Division of Statistics and Standards, Bureau of the Budget; Charles Y. Kidd, Employment Service Specialist, War Manpower Commission; Joseph Kovner, Legal Division, War Production Board; A. A. Liveright, Assistant Ex-

ecutive Director for Field Service, War Manpower Commission; Arthur M. Ross, War Manpower Commission; Major Herman Somers, War Department; Robert Weaver, Chief, Minority Section, War Manpower Commission; Colonel Charles D. Wyman, Chief, Farm Machinery Division, War Production Board.

SPECIAL LECTURERS ON PERSONNEL MANAGEMENT

Colonel John Andrews, National Selective Service System; Dr. Winfred Overholser, Superintendent, Saint Elizabeth's Hospital.

SPECIAL LECTURERS ON PUBLIC HOUSING

George Bedinger, Chief, Health and Sanitation Section, Federal Public Housing Authority; George S. Binen, Chief, Office of Housing Management Training, Federal Public Housing Authority; Paul Drueger, Chief, Rental and Occupancy Section, Federal Public Housing Authority; John Taylor Egan, Acting Assistant Commissioner for Project Management, Federal Public Housing Authority; Joel Gordon, Director, Statistics

Division, Federal Public Housing; Blanche Halbert, Chief, Dwelling Furniture Section, Federal Public Housing Authority; Frank S. Horne, Racial Relations Adviser to the Commissioner, Federal Public Housing Authority; Robert C. Johnson, Chief, Commercial Facilities Section, Federal Public Housing Authority; John D. Lange, Acting Director, Management Standards Division, Federal Public Housing Authority; Harold C. Laughlin, Chief, Taxation Section, Federal Public Housing Authority; J. Felton Leach, Acting Chief, Fire Prevention and Safety Section, Federal Public Housing Authority; James R. Lee, Special Assistant to Commissioner, Federal Public Housing Authority; Dale Noble, Assistant Director, Personnel Division, Federal Public Housing Authority; Hugh Pomeroy, Executive Director, National Association of Housing Officials; Allen Pond, Sanitary Engineer Consultant, Federal Public Housing Authority; Rutherford Skagerberg, Assistant Director for Project Equipment and Maintenance, Federal Public Housing Authority; Hilda Smith, Chief, Education and Recreation Section, Federal Public Housing Authority; Warren J. Vinton, Chief Economist, Federal Public Housing Authority.

COOPERATING STAFF

The cooperating staff of the Graduate School of the Department of Agriculture for the academic year 1943-1944 are listed alphabetically below:

DOUGLAS ENSMINGER, Ph.D., Cornell. (Principal Social Scientist in charge of Rural Sociology Extension, Bureau of Agricultural Economics, Department of Agriculture.)

M. A. GIRSHICK, B.A., M.A., Columbia. (Senior Agricultural Statistician, Department of Agriculture.)

V. WEBSTER JOHNSON, B.E., Northern Illinois State Teachers; Ph.M., Ph.D., Wisconsin. (Acting Head, Division of Land Economics, Bureau of Agricultural Economics.)

S. B. LITTAUER, D.Sc., Massachusetts Institute of Technology. (Project Engineer, Bendix Radio.)

CHARLES P. LOOMIS, B.S., New Mexico State; M.S., North Carolina State; Ph.D., Harvard. (Senior Social Scientist, Department of Agriculture.)

MARION W. RICHARDSON, B.S., Ph.D. (Officer in Charge, Personnel Research and Occupational Analysis Section, War Department.)

JAMES A. SHOHAT, Ph.D. (Department of Mathematics, University of Pennsylvania.)

AFIF I. TANNOUS, Ph.D., Cornell. (Associate Social Science Analyst, Office of Foreign Agricultural Relations, Department of Agriculture.)

FREDERICK L. THOMSEN, B.S., Maryland State Teachers; M.S., Ph.D., Wisconsin. (Head, Division of Marketing and Transportation Research, Bureau of Agricultural Economics, Department of Agriculture.)

MICHAEL T. WERMEL, B.S., New York; M.S., Ph.D., Columbia. (Chief, Economic Studies Unit, Bureau of Old Age and Survivors Insurance, Social Security Board.)

CLAYTON E. WHIPPLE, M.S., Cornell. (Senior Agricultural Economist, Office of Foreign Agricultural Relations, Department of Agriculture.)

CLEMENT WINSTON, Ph.D., Pennsylvania. (Chief, Commodity Demand Section, Office of Price Administration.)

DAVID ZISKIND, Ph.D., Johns Hopkins. (Director, Labor Requirements Section, Office of Civilian Requirements Section, War Production Board.)

ACADEMIC PROGRAM

HISTORY

The School of Social Sciences and Public Affairs is an autonomous unit of The American University located at Nineteenth and F Streets, Northwest, two blocks west of the Department of State and the White House in the heart of the administrative area of the Government of the United States.

Conceived as a wholly graduate institution designed to organize the increasingly rich opportunities of Washington for the independent study and advanced research of superior students into a rigorous curriculum, The American University was chartered by Congress on February 24, 1893. The character of the free intellectual inquiry which has always existed within the University was well expressed by President Woodrow Wilson, when he said at the opening of the University on May 27, 1914, "There is no particular propriety in my being present to open a university merely because I am President of the United States. Nobody is president of any part of the human mind. The mind is free. It owes subservience and allegiance to nobody under God. The object of scholarship . . . is to release the human spirit from every kind of thralldom of darkness. It is knowledge, properly interpreted, seen with a vision of insight, that is uniting the spirit of the world."

Until the organization of the College of Liberal Arts on September 23, 1925, on a seventy-five acre wooded campus on the highest hilltop in the northwest heights of Washington, The American University continued as an exclusively graduate institution.

The increasing importance of government in the affairs of the everyday world which followed in the wake of the depression and continued as a result of World War II placed educational responsibilities upon the University which it accepted by the organization of the School of Public Affairs in 1934 to serve

the more specialized needs of employees concerned with the technical problems of governance and the broad backgrounds which are necessary to understand the objectives of political action. Calling Dean Ernest Griffith, of Syracuse University, to the direction of the Graduate School, Dr. Arthur S. Fleming to the directorship of the School of Public Affairs, and Dr. Leon C. Marshall, for fifteen years dean of the College of Commerce and Administration, University of Chicago, and later professor in the Institute of Law in Johns Hopkins University, to the chair in economics, the University developed its program to a point where it was necessary in 1935 to concentrate the entire resources of the University at the graduate level in the field of the social and political sciences. During the decade which followed, grants from foundations totaling almost \$100,000 enabled the development of specialized departments of the work. Of this sum, more than \$62,000 was given by the Rockefeller Foundation for the support of work in public administration, the extension of public administration education to young government officials of the American Republics South, and for the assistance of scholars and research projects. Gifts from the Carnegie Foundation and the Milbank Memorial Fund made possible the development of instruction and research in the field of population problems, while gifts from the Carnegie Corporation directly to the University as well as through the American Council of Learned Societies gave the University the opportunity to take

the leadership in the development of archival science as an academic discipline.

The rapid growth of the student body both in the Graduate School and in the School of Public Affairs made adminis-

trative consolidation necessary. To that end they were united in 1941 to form the School of Social Sciences and Public Affairs with graduate and undergraduate divisions.

POLICY

The program of instruction and research in The School of Social Sciences and Public Affairs is designed to lay broad foundations for the understanding of the problems of human group relationships and to develop a high standard of professional skill and technical competence in dealing with the control and direction of society. A considerable part of the curriculum has been developed for the benefit of persons employed in the Federal government and for those who plan to enter the service of the United States. It provides instruction also for those who expect to enter other professional and business careers in which a thorough comprehension of certain areas of the social sciences is necessary. One of the purposes of the School is the continuing education of mature students who recognize that contemporary society is changing so rapidly in its demand for professional competence and human service that advanced study is necessary if one is to keep in the forefront of his field.

The resources of the School of Social Sciences and Public Affairs are chiefly concentrated upon instruction, scientific research, and practical application in the following broad functional areas:

- Administration (Public and Private)
 - Organization and Management
 - Personnel Administration
 - Financial Administration and Fiscal Policy
- Social Processes and Institutions
 - Economic Structures and Functions
 - Politics and Public Law
 - Sociology and public Welfare

Theory: Economic, Political, Social
International Affairs and World Organization

Quantitative Methods

Accounting, Mathematics, Statistics
Effective Communication

English, Speech, Languages

General Studies

Basic Surveys

History and Humanities

Courses of instruction are developed in terms of the structures and interrelationships of ideas and social processes rather than the traditional academic segments. While counseling and degree requirements are normally administered by the departments of Economics, History, International Administration, Political Science, Public Administration, Social Economy, and Statistics, the student is encouraged, especially at the graduate level, to lay out a broad plan of study that promises to achieve most effectively his own educational goals without undue regard for academic boundary lines.

The offerings of the School are therefore to be regarded as a whole which may be approached by each student according to his own intellectual and professional variables. General inventories of achievement such as the Graduate Record Examination, in addition to the usual course examinations, are available as reliable indices of the student's own intellectual development. Seminars and opportunities for independent reading and research are provided to give "free space" for the development of skill and power in the manipulation of materials and ideas.

The faculty of the School comprises a full-time instructional staff supplemented by scholars in the service of specialized divisions of the Government and of national agencies which are located in Washington. This combination of teaching and research personnel brings to the class and seminar rooms the interaction of theory and practice. In advanced courses and seminars this type of faculty, together with the presence of mature students many of whom are themselves highly competent and representative of different points of view, many sections of the United States, and often various

nations of the world, raises discussion to an invigorating level.

At all levels of instruction, the extensive and in some respects unparalleled resources of the capital city are drawn upon. The Library of Congress, together with other libraries and specialized collections of public documents, is extensively used by students, especially in advanced research work. Hearings, legislative and judicial sessions, and the diversified activities of the administrative departments provide opportunities for field work and observation.

THE GRADUATE DIVISION

Courses and seminars in the Graduate Division are open to those who hold the bachelor's degree from a liberal arts or scientific school, or who have achieved the equivalent in educational background. Graduate study may be pursued either with the intention of completing the requirements for a graduate degree, or for the purpose of receiving special training in a field of particular interest to the student without reference to a degree program.

The degrees of Master of Arts and Doctor of Philosophy are offered in Economics, History, International Administration, Political Science, Public Administration, and Social Economy. In Statistics the degree of Master of Arts is offered. The program of study leading to a degree is carefully planned in order to establish a proper relation between the broad fields in which the candidate intends to prepare himself and to integrate his academic work with his professional career. While the candidate's program is ordinarily planned in conference with the chairman of one of the departments, several departments may be involved in a program that covers a functional area rather than the usual departmental fields.

Non-degree students in the Graduate Division are free to attend the courses and seminars of their choice provided they have the necessary preparation.

The courses and seminars in the Graduate Division are of six main types:

1. *Basic general courses*, providing instruction in the fundamental principles of the social sciences;
2. *Advanced general courses*, continuing instruction in the social sciences at a higher level;
3. *Seminars*, designed to cultivate independent research competence and skill in the manipulation of ideas on the part of students who have demonstrated superior command of the basic disciplines;
4. *Specialized courses*, dealing with the application of the social sciences to areas of professional interest;
5. *Reading courses*, providing individual supervision of the work of advanced students who desire to explore the literature of fields which they propose to offer for comprehensive examinations;

6. *Independent research*, including *non-thesis research* (Research 650) and *In-Service Training Projects* enabling students who have become interested in a particular research project lying outside the thesis to continue

that research for credit. Such research is carefully supervised by one or several members of the faculty. Regulations governing the procedure of this work will be found on page 53.

UNDERGRADUATE DIVISION

The Undergraduate Division offers a four-year curriculum, 126 semester hours, leading to the degrees of Bachelor of Science in Social Science and Bachelor of Science in Administration, and a two-year curriculum, 63 semester-hours, leading to the degree of Associate in Administration. Employed part-time students, as well as full-time students, may become candidates for either degree provided they meet all requirements for admission. Students who do not expect to work toward a degree may elect courses of study for which they are qualified.

The program of study leading to the Bachelor of Science degree has been designed to provide a comprehensive background essential to any general education and to lay a broad foundation for advanced or specialized training in the social sciences. Basic courses are provided in the following general fields: (1) Social Sciences. (2) History and Humanities. (3) English Composition and Speech. (4) Modern Foreign Languages. (5) Natural Science and Mathematics. In addition, this program includes advanced and specialized courses in a field of major concentration within the social sciences, selected by the student. Emphasis is placed upon the problems of administration and current issues within the elected field. The program of each student is developed in accordance with individual interests and needs through personal counsel and guidance. Graduates of junior colleges enter directly into the advanced work and normally complete the requirements for the Bachelor of Science degree in two years.

In order to meet the needs of mature students with little or no college credit who expect to continue their academic training on a part-time basis while employed, or high school graduates who desire to complete an intensified program, the Undergraduate Division provides a two year curriculum leading to the degree of Associate in Administration. This program represents a condensation of the requirements for the Bachelor of Science degree upon a progressive basis. The curriculum includes both fundamental courses at the junior college level, with emphasis in the social sciences, and advanced and specialized courses at the senior college level in a field of major concentration selected by the student. It permits the mature student to pursue his special interest beyond the point which would ordinarily be reached in a two-year college course. Adequate preparation in basic courses or the equivalent in experience must be demonstrated in each case for admission to the advanced classes.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is an undergraduate coeducational division of The American University located on a seventy-five acre wooded campus on the highest hilltop in the northwest heights of the District of Columbia. It offers curriculums leading to the degrees of Bachelor of Arts and Bachelor of Science. Recognizing that each student is in some respects unique, the College seeks by close association of the undergraduate and the professor to adapt programs of study to the peculiar variables of superior minds and by means of methods of objective evaluation to determine to what extent a student is meeting the highest standards in the field of the liberal arts. Without neglecting the physical, social, and religious interests of its men and women, the College places a primary emphasis upon academic excellence, individual intellectual initiative, and voluntary acceptance of the common tasks incumbent upon citizens to perform in a democracy. For further information about the College of Arts and Sciences, students considering matriculation should write a personal letter describing their educational objectives and career interests to: DEAN EARL A. DENNIS, College of Arts and Sciences, The American University, Massachusetts and Nebraska Avenues, Northwest, Washington 16, District of Columbia.

SCHOOL OF NURSING

The School of Nursing is a professional division of The American University offering to women who have completed at least two years of college work a curriculum leading to the degree of Bachelor of Science in Nursing. Collaborating by agreement with Sibley Memorial Hospital and the Lucy Webb Hayes National Training School, the University admits students to the School only after personal interviews have been held with the Dean.

Students considering entrance into the profession of nursing and matriculation in the School of Nursing of The American University may arrange for a personal conference by writing to: DEAN M. CORDELIA COWAN, School of Nursing, The American University, Massachusetts and Nebraska Avenues, Northwest, Washington 16, District of Columbia.

VETERANS' EDUCATION

Educational benefits for Veterans of World War II are authorized on the basis of two laws enacted by the 78th Congress. *Public 346* provides that any man or woman who has served at least ninety days subsequent to September 16, 1940, is entitled to twelve months of education in an institution of his or her choice, plus the number of months of service including the ninety days. *Public 16* provides that veterans with disabilities incurred in service subsequent to December 6, 1941, are entitled to vocational rehabilitation to overcome the handicap provided that no such course is in excess of a period of four years.

Veterans will be advised about benefits under these laws at the offices of the Veterans Administration. The office in the District of Columbia is located in the District Building, Municipal Center.

EVERY VETERAN'S EDUCATIONAL PROBLEM IS UNIQUE

Every veteran's educational problem is unique. Each comes to the University with a better disciplined body, a quicker mind, more initiative and resourcefulness, and more technical skill. The faculty of the University, under these circumstances, can be of most service by counseling in the development of a program of study designed to the pattern of the individual's needs. In the University's program for veterans, the important consideration is that each be given the soundest possible education necessary to equip him or her to take a foremost place in the field chosen for a life work.

The faculty acts upon two basic principles in establishing a veteran's status within the University:

(1) A veteran must not be required

to take formal courses in fields which tests indicate he has mastered, merely because of conventional semester-hour requirements.

(2) A veteran, for his own welfare must be required to take courses which tests indicate are necessary to give him a solid and rounded academic foundation. The University is concerned with *what the student actually knows*, not with where he acquired the knowledge.

The basic examination used by the University in the analysis of the intellectual equipment of veterans applying for admission with advanced standing is the *Graduate Record Examination* of the Carnegie Foundation for the Advancement of Teaching. This measures general educational achievement in eight major fields of knowledge and in the field of advanced study and specialization. This examination is supplemented, where necessary, by other tests, the object of the University always being to assist the veteran to make the most economical and effective use of his educational opportunity.

VETERANS' ADMISSION

Inquiries concerning admission to the Undergraduate Division of the School of Social Sciences and Public Affairs should be directed to Dean Harry W. Ketchum, 1901 F Street, N. W., Washington 6, D. C. Inquiries concerning admission to the Graduate Division should be addressed to Dean James J. Robbins at the same address.

INFORMATION BULLETIN

Upon request to Dean Ketchum, the University will send to veterans or their families a bulletin entitled *Information for Veterans Planning To Enter The American University*.

SUMMER SESSIONS

1945

To meet the need of students who wish to follow accelerated schedules as well as those employed persons who desire to continue "in-service" training during the summer months, The American University operates summer sessions in all of its divisions. The sessions are planned to serve students who are working on degree programs, persons who wish to equip themselves for more efficient employment or who seek intellectual stimulus and increased knowledge through academic associations, and students from other Universities and Colleges who wish to continue their studies while enjoying the cultural advantages of Washington during the summer months.

SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS

June 11 to September 14, 1945

The Summer Session of the School of Social Sciences and Public Affairs is operated as a regular session of the School. The session is divided into two periods of seven weeks each and classes are scheduled for each half, and for the full fourteen weeks period. In general classes scheduled for either seven-week period meet for two evenings per week for seven weeks. Classes scheduled for the fourteen-week period meet for one evening each week. The class period is from 6:20 p.m. to 9:00 p.m. with a ten minute intermission from 8:00 to 8:10 p.m. A class schedule for the summer session beginning on June 11, 1945, will be issued on May 1. Registration will begin on June 1.

For further information write to:

Dr. Paul F. Douglass, Director
School of Social Sciences and Public
Affairs
1901 F Street, Northwest
Washington 6, D. C.

COLLEGE OF ARTS AND SCIENCES

June 11 to August 30, 1945

The Summer Session of the College of Arts and Sciences is operated as a regular session of the College. The session is divided into two periods of six weeks each and classes are scheduled for each half and for the full twelve weeks period. Both day and evening classes are included. The tuition fee is \$10.00 per semester hour. No other fees are required.

Enlisted men and women expecting induction will find a group of courses adopted for many of the specialized services of the Army, Navy, Coast Guard, and Marine Corps. Such courses include offerings in mathematics, physics, chemistry, biology, and naval, military, and telegraphers' typewriting.

For further information write to:

Dr. Earl A. Dennis, Dean
College of Arts and Sciences
Massachusetts & Nebraska Avenues
Washington 16, D. C.

COURSES OF INSTRUCTION

Courses numbered I, II, III may be taken for undergraduate credit only.

Courses number IV may be taken for credit by graduate students and advanced undergraduate students.

Courses numbered V, VI may be taken for graduate credit only and are open only to graduate students.

Graduate courses marked with an asterisk (*) are given in cooperation with the Graduate School of the Department of Agriculture, and are described in a bulletin published by that School. Students planning to enroll in cooperative courses, offered at the Graduate School for residence credit toward an advanced degree at The American University, must work out their programs and clear their admission status in advance with the Dean of the Graduate Division of the School of Social Sciences and Public Affairs.

The number 1 or 2 following a course title indicates the first or second semester of a full-year course.

The number in parenthesis (3) following a course title indicates semester hours of credit given for the course.

The courses of instruction are classified under functional areas for convenience in planning individual programs of study, which are administered by the departmental organization described in the sections on degree requirements.

The courses of instruction which follow are a record of the offerings of the academic year 1943-44. Courses to be offered during the academic year 1944-45 will be found in the class schedules published prior to each registration period.

ADMINISTRATION

ORGANIZATION AND MANAGEMENT

III. BACKGROUNDS OF SOCIAL SCIENCE AND ADMINISTRATION. (3) Each semester. Professor Marshall.

Basic biological, anthropological, psychological, sociological and economic backgrounds of administration. A scientific frame of reference for advanced study in the structure and functioning of our society and the role of the individual in that society. Designed especially for juniors and seniors whose earlier training has not adequately covered such background considerations.

III. INTRODUCTION TO PUBLIC ADMINISTRATION. (3) Each semester. Professor Seckler-Hudson.

The objectives of this course are (1) to survey the underlying principles of the administrative process such as staffing, organizing,

managing, budgeting, reporting, and planning; (2) to introduce leading problems and issues in administration; (3) to introduce the student to the literature in the field of administration; and (4) to serve as a framework for specialized courses in public administration and for the application of the principles to specific areas or fields.

III. INTRODUCTION TO BUSINESS ADMINISTRATION. (3) Each semester. Dr. Holmes.

The tasks and problems of the business administrator. An analysis of the main areas of business management. Methods and techniques of coordinating the various activities of an enterprise for carrying out its over-all policies.

III. ARRANGEMENT, CLASSIFICATION, AND INDEXING OF GOVERNMENT RECORDS. (3) First semester. Miss Chatfield.

Among the topics dealt with in this course are the following: the systems of arrangement, classification, and coding of records on the bases of names or subject matter; the organization of reference units; the preparation of indexes and other finding aids; and the interrelationship of the records of an agency. Some practice in devising classification and indexing systems are included. Open to students who have had "The Management of Government Records" (given in alternate years) or sufficient experience in records work.

III. ORGANIZATION AND PROCEDURE FOR THE HANDLING OF GOVERNMENT RECORDS. (3) Second semester. Miss Chatfield.

The functions of mail and record units, their organization, processes, and coordination with each other and with the rest of the organization through lines of authority and procedure. Open to students who have had *The Management of Government Records* (given in alternate years) or sufficient experience in record work.

IV. PRINCIPLES AND PROCESSES OF PUBLIC ADMINISTRATION. (3) Summer and first semester. Professor Seckler-Hudson.

The objectives of this course are (1) to survey the underlying principles of the administrative processes such as staffing, organizing, managing, budgeting, reporting, and planning; (2) to introduce leading problems and issues in administration; (3) to introduce the student to the literature in the field of administration, and (4) to serve as a framework for specialized courses in public administration and for the application of the principles to specific areas or fields. This course is not open to undergraduates.

IV. ORGANIZATION AND MANAGEMENT. (3) Summer and each semester. Professor Seckler-Hudson.

Organization as a means of achieving known ends; processes and principles involved in securing and utilizing authority; establishing and operating appropriate structure; planning and evaluating policies and aims; balancing programs and activities in terms of over-all policies; budgeting available resources; securing leadership and staffing the organization; coordinating relationships and efforts.

IV. TRAINING AS AN INSTRUMENT OF MANAGEMENT. (3) First semester. Dr. Shipman.

Relationship of training to over-all administrative management; organization for training; relationship to other management staff and to program operations; functions of training; methods and techniques; development of special skills; policy indoctrination; highly professionalized operations; training for administration and management; staff assistance in the communication of command; the role of the training staff, the program executive, the supervisor; training within government and in educational institutions. The course is designed for persons in general administration as well as for technical specialists.

IV. THE DEVELOPMENT OF FEDERAL ADMINISTRATIVE INSTITUTIONS. (3) First semester. Professor Hunter.

In this course the institutional development of the Federal administrative system will be considered in the light of the economic and social forces at work in American society.

V. APPLIED ADMINISTRATIVE MANAGEMENT. (3) Each semester. Mr. Stone.

For administrators, staff officers, and those interested in administrative research concerned with the improvement of organization, management, and procedure in government. The character of the administrative management problem, the various approaches for its solution, the organization and work of administrative planning agencies, the conduct of reorganization and procedure projects, the technique of diagnosing administrative ills and applying effective remedies, and the correction of common administrative deficiencies. Admission to the class is subject to the approval of the chairman of the department or instructor.

V. HISTORY AND ADMINISTRATION OF ARCHIVES.¹ (3) First semester. Dr. Posner.

History and present state of archival activities in the principal countries of the world, especially those in the United States, including state, local and institutional as well as federal activities; principles and practices of archival economy. Open only to students who have had a year of graduate work in History or in one of the Social Sciences; or to qualified college graduates who have had a year of experience in an archival agency. Lectures,

term papers and reports. Prerequisite: ability to use one modern foreign language. Prospective students should consult the instructor.

V. HISTORY AND ADMINISTRATION OF ARCHIVES.² (3) Second semester. Dr. Posner.

Continuation of course given during the fall term. Designed to introduce the student to the principles and techniques of archival administration. Visits to different divisions of the National Archives and, if desired by sufficient number of students, to the Public Archives Commission of Delaware at Dover, Delaware. Practical instruction as to appraising, arranging, and describing records. New students should consult the instructor.

VI. THESIS SEMINAR IN PUBLIC ADMINISTRATION. (3) Each semester. Professor Seckler-Hudson.

PERSONNEL ADMINISTRATION

III. INTRODUCTION TO PERSONNEL ADMINISTRATION.¹ (3) First semester. Dr. Short.

Designed to assist persons desiring to work in personnel offices or to enter supervisory positions to secure a comprehensive view of the field of personnel administration in relation to supervision and management and to understand and to clarify problems, processes, and procedures with which the personnel administrator is daily confronted. The development of personnel administration in units of government and private industry; a brief historical background of merit system laws; a summary study of federal and state civil service laws and city ordinances; the composition of Civil Service Commissions and staffs; recruitment, including classification, public relations, testing, certifying, and the maintenance of lists of eligibles. The relations between the central personnel agencies and the using agencies.

III. INTRODUCTION TO PERSONNEL ADMINISTRATION.² (3) Second semester. Dr. Short.

Designed to assist persons desiring to work in personnel offices or to enter supervisory positions to secure a comprehensive view of the field of personnel administration in relation to supervision and management and to understand and to clarify problems, proc-

esses, and procedures with which the personnel administrator is daily confronted. Personnel administration in the departments and agencies and the problems with which the personnel officers in the agencies are confronted, including selection, orientation, induction, training, probation, employee relations, efficiency ratings, turnover, retirement, and employee records and personnel action procedure. The responsibility of the line supervisor for management and personnel administration and the place of the personnel workers as staff members.

IV. PERSONNEL ADMINISTRATION: PROBLEMS AND PROCEDURES.¹ (3) Summer and first semester. Dr. Short.

Designed to assist those in personnel work and those holding supervisory positions to analyze, develop, clarify and to secure a comprehensive view of personnel administration as an essential part of management and to understand the problems, processes and procedures with which the personnel administrator has to deal in his function as a staff officer to management and line operating officials.

The historical background of personnel administration, including significant events that have influenced public administration, such as the tenure of office acts, the Jacksonian philosophies, the effects of pressure groups, the growth of the Reform movement, background for and passage of merit system laws; a summary study of federal and state civil service laws and city ordinances; the composition of civil service commissions and staffs; the place of the central personnel agency in government; the development of personnel administration in industry; recruitment, including classification, public relations, testing, certifying, and the maintenance of lists of eligibles. The relations between the central personnel agencies and the using agencies.

IV. PERSONNEL ADMINISTRATION: PROBLEMS AND PROCEDURES.² (3) Summer and second Semester. Dr. Short.

Designed to assist those in personnel work and those holding supervisory positions to analyze, develop, clarify and to secure a comprehensive view of personnel administration as an essential part of management and to understand the problems, processes and procedures with which the personnel administrator has to deal in his function as a staff

officer to management and line operating officials. The development and philosophy of personnel administration in the departments and agencies and the basic understanding of the problems, processes, and procedures with which the agency personnel officers are confronted; including selection, orientation, induction, training, probation, employee relations, efficiency rating, turnover, and records. The joint responsibility of the personnel officers as staff members and the operating officers as line members in all problems of management are studied, appraised and clarified. Prerequisite: Graduate standing or permission of the chairman of the department or instructor.

IV. INTRODUCTION TO POSITION-CLASSIFICATION. (3) Summer. Mr. Fite. First semester. Mr. Atkinson.

A course designed for students interested in entering the government service, or employees of junior responsibility. The course covers consideration of the major problem which position-classification is designed to solve, the basic principles and assumptions of the field, its general relationship to other phases of personnel administration, principal industrial approaches to the solution of the problem, identification and description of the principal position-classification methods and techniques employed by local, state and federal personnel agencies, and a limited consideration of the application of position-classification principles and techniques and some consideration of the federal organizational machinery for carrying on position-classification activities.

IV. EFFECTIVE UTILIZATION OF PERSONNEL. (3). First semester. Mr. Daniels.

Designed for the officers responsible for effectuating the program of personnel utilization, it is not a promotion of policy platitudes, but a discussion of specific technics of work force control, upgrading, job adaptation, qualification standards, evaluation of skills, utilization of women, etc., as vehicles for developing basic psychological principles of employee relations. The course begins with presentation of the tools and methods of personnel utilization, followed by discussions of project assignments illustrating the principles applicable.

IV. COUNSELING: FUNCTIONS AND TECHNIQUES. (3). Second semester. Mr. Daniels.

Psychological factors in employee counseling. Discussion of functions and technics at every level with special attention to types of problems and personalities encountered. Limitations of counseling; use of specialists. Principles of interview technics. Application to specific problem situations by group discussion.

IV. EMPLOYER-EMPLOYEE RELATIONS.

(3) Second semester. Mr. Hulverson.

Analysis of the essentials of an employee relations' program, including consideration of the establishment of necessary employee services, the encouragement of desirable employee activities, the provision of individual and group counseling and the appropriate handling of the employee relations' factors which effect the development of general administrative policy.

IV. MANAGEMENT FACTORS IN PERSONNEL ADMINISTRATION. (3) First semester. Mr. Atkinson.

This course stresses internal management problems of a personal organization. These problems include the operating relationship between the personnel office and other staff and line organizations, points of coordination and the pooling of operations; ties and distinctions between personnel management and budget control; super-institutionalism and well-balanced organization structure; centralization; competent supervision versus staff controls; use of deputies, special assistants, and technicians; effective maintenance of standards; how to plan programs, delegate authority, measure work flow, and locate bottlenecks; how to measure operations in terms of the organization served.

IV. PERSONNEL PROBLEMS IN POST-WAR PLACEMENT AND REEMPLOYMENT. (3) First semester. Mr. Zelditch.

Consideration of personnel and personality problems of reconversion from social organization for war. Analysis of the plans of industry, government, and the military for demobilization, reemployment, education, and retraining. Economic programs for maintaining employment and standards of income. Consideration of the psychological problems involved in counseling in the new situation. Social goals and morale. Case studies.

NOTE: See also courses in labor listed under Economic Structures and Functions.

FINANCIAL ADMINISTRATION AND FISCAL POLICY

IV. MONEY AND BANKING. (3) First semester. Professor Mann. Second semester. Dr. Smithies.

Designed for graduate students and advanced undergraduates with little or no elementary work in money and banking, but who do possess a good foundation in principles of economics. Topics discussed: Outline of monetary and banking structure, national and international; policies of the Central Banks and other monetary authorities, with special reference to wartime problems; interrelations of monetary, banking, fiscal and other measures. Consideration is given to students taking only a single course in money and banking, and to those preparing for advanced courses. Lectures and discussions.

IV. PUBLIC FINANCE AND TAXATION. (3) Summer and first Semester. Professor Mann.

General principles of public finance are studied with stress upon modern problems and controversies. Fiscal institutions in the United States and abroad are analyzed. The course deals with the budget, expenditures, revenues and public credit. Special attention is given to war and postwar tax problems of the United States.

IV. CORPORATE FINANCE IN A CHANGING ECONOMY. (3) First semester. Dr. Swanson.

A study of financial planning and operation of corporate enterprise under changing economic and political conditions. Theory of enterprise investment as related to the economics of the single firm. Effects of a dynamic profits structure upon financial planning and marketing of securities in light of regulation of business, governmental war contracts, plant reconversion, and tax policy. Long-term and working capital financing. Corporate financial reorganization. Social control of the corporate enterprise and its effect on the financial plan.

IV. THE ACCOUNTING SYSTEM OF THE UNITED STATES GOVERNMENT. (3) Each semester. Mr. Bartelt.

The nature and purpose of accounts in the administration of the affairs of the United States Government. This course aims to provide a comprehensive understanding of the

accounting system of the Federal Government *as a whole* and covers the interdepartmental and interagency relationships. Topics include: (a) the application of accepted accounting principles to the work of the Government, (b) the use of accounts at various levels of interest, e.g., the Congress, the Executive; the Director of the Budget; the Secretary of the Treasury; the Heads of the Departments; the departmental Budget Officers; the Heads of bureaus and offices; and the public, and (c) the accounting methods employed to control the receipt, safekeeping, and disbursement of the public funds. Governmental and commercial business are distinguished. Distinction is also made between the administrative accounting in the various executive departments and establishments and the accounting in the various fiscal activities of the Treasury Department. Special lectures are devoted to the fiscal accounting in various Bureaus and Divisions of the Treasury Department.

IV. GOVERNMENT PURCHASING AND PROCUREMENT. (3) Each semester. Mr. Mack.

Organization and functions of purchasing in relation to management, contracting procedures, price and source studies, including evaluation of transportation costs, specifications, expediting and inspection practices, together with necessary records and controls. Provision is made for an analysis of public and commercial purchasing procedures. Prerequisite: Government Purchasing and Procurement or the equivalent.

IV. FEDERAL BUDGETARY ADMINISTRATION. (3) First semester. Mr. Jump.

A study of the organization, functions, relationships, and processes which are involved in Federal Budgetary Administration and of the significant trends and developments in this field, primarily from the standpoint of the operating department or agency. The course deals with the problems arising in the preparation of budget estimates within a department and the presentation and justification of the estimates to the Budget Bureau and to Congress; the relationship between budgeting and other staff services; the problems of budgetary and financial controls; the integration of budgetary activity with program management and responsibility; the relationship between departmental budgetary functions and the legislative process; and related subjects.

V. BUDGETING. (3) Second semester. Professor Seckler-Hudson.

The past, present, and future of budget administration in its broadest aspects, with particular reference both to its existing use and potentialities as an instrument of management. Budget administration as a means by which the administrator can effectively plan, organize, and coordinate the activities of a government enterprise; fiscal, economic, social, and administrative factors bearing upon present and proposed government programs. Emphasis upon the role of budget offices in guiding the formulation and execution of such programs, in the development of fiscal and operating policy, in advising on substantive aspects of legislation, and in the establishment of sound administrative management. Admission to the class is subject to the approval of the chairman of the department.

V. BUSINESS CYCLES AND MONETARY THEORY. (3) First semester. Professor Mann.

This course is designed to discuss with a small group of advanced students some fundamental problems of modern economic theory, particularly those concerning structural and cyclical maladjustments of the economic system. Special attention is given to changes in income distribution, credit, saving, investment, private and public consumption, employment and technology. Anti-depression

policies and stabilization programs are examined. Prerequisite: Economics 408, History of Economic Thought, or the equivalent.

V. ADVANCED FISCAL THEORY. (3) Second semester. Professor Mann

A supplement to other courses in advanced economic theory, and reserved to a small group of students having the necessary theoretical background. Modern tools of economic analysis applied to the fiscal field. The impact of public expenditures and public borrowing on prices, consumption, investment, employment, national income and the distribution of wealth; shifting and incidence of various taxes; tax amortization and transformation; the capital budget and the cyclical budget; current work on fiscal postwar planning. Prerequisite: Economic Theory or History of Economic Thought, or equivalent.

VI. SEMINAR IN BUDGETARY ADMINISTRATION. (3) Second semester. Professor Seckler-Hudson.

VI. SEMINAR IN BANKING PROBLEMS. (3) Each semester. Dr. Upham.

VI. SEMINAR IN FISCAL ADMINISTRATION. (3) First semester. Professor Mann.

VI. SEMINAR IN INTERNATIONAL FINANCE. (3) Second semester. Dr. Taylor.

SOCIAL PROCESSES AND INSTITUTIONS

ECONOMIC STRUCTURES AND FUNCTIONS

II. PRINCIPLES OF ECONOMICS. (3) Summer and each semester. Associate Professor Ketchum.

The basic processes of economic organization. A comprehensive view of the structure and functioning of our economic order. A frame of reference for the analysis of current economic issues. The working principles and vocabulary of economics. Lectures and discussion.

IV. THE STATE AND THE ECONOMIC ORDER. (3) Second semester. Dr. Drucker.

The functional relationships of public power and private business. Their interaction in

terms of political thought and structural changes in the economic system. The American development under the moulding influence of constitutional principles, legal interpretation, and changes in economic, technological and social conditions, as compared with the approach utilized in foreign countries. Lectures, reports, discussions. Open to seniors and graduate students interested in economics and political science.

IV. PROBLEMS IN GOVERNMENTAL ECONOMIC CONTROL. (3) Second semester. Professor Mann.

Objectives, methods and technics of government economic control. Trends in war-time and peace-time. Control through ownership and market intervention. Control through loans and subsidies. Control of prices, wages, profits and investments. Use of taxation for

regulatory purposes. Socialization of risks. Control of post-war foreign trade. Repercussions on the domestic economic structure and on foreign trade relationships. Problems relating to the termination of governmental economic controls.

IV. POST-WAR ECONOMIC PROBLEMS. (3) Summer. Dr. Tesoro.

A comprehensive perspective of postwar economic problems, domestic and international, including the following: (1) A comparison of nazi and democratic ideologies in the economic field; (2) Problems of the transitional period; (3) Postwar economic readjustments, government control of business, labor, agriculture, social security, public finance, international cooperation, etc. Lectures, discussions, reports.

*V. POST-WAR ECONOMIC PROBLEMS. (2) First semester. Dr. Wermel.

IV. LABOR AND THE ECONOMIC ORDER. (3) First semester. Dr. Peck.

The economic factors in working for wages and in labor relations. Major subjects covered include: the economic basis of employment; types and varieties of industries, establishments, occupations and jobs; social and economic trends affecting labor relations; the management of labor, including personnel administration, job study, scientific management, service management and the economic and social limits of the employer's sphere of management; factors in wage determination, wage differentials, wage theories, workers' incomes and planes of living; the foundations of trade unionism; union structure and organization, trade agreements and shop rules; public aspects of labor relations, including the scope and significance of labor legislation and the relation of private and public interests in a democracy.

IV. LABOR AND THE PUBLIC INTEREST. (3) Second semester. Dr. Peck.

A discussion of policies of union and of governmental labor policies analyzing, contrasting, and distinguishing the point of view of unions and the public point of view. Hiring and firing; rules and practices; make-work rules; union tactics and policies in relation to industrial conflicts, technological change and efficiency; special labor problems in defense industries and administrative labor problems involved, particularly in the Fair Standards Act and National Labor Relations Act.

IV. LABOR ECONOMICS. (3) Summer. Associate Professor Weigert.

A survey of fundamental problems: types of labor, labor market, labor standards, labor movements, industrial relations, labor legislation and other forms of government intervention. Current issues are included in the discussion.

IV. CURRENT MANPOWER PROBLEMS. (3) First semester. Associate Professor Weigert.

Survey of manpower policies and practices. Topics include: size and structure of labor force, developments in labor demand and utilization, compulsory controls by government, wages and work hours as manpower devices, training of workers and readjustment of jobs, structure and function of manpower agencies, policies of employers and unions, manpower policies abroad. Experts from government agencies and cooperating groups participate as special lecturers.

IV. ECONOMICS AND PROBLEMS OF LABOR. (3) Second semester. Associate Professor Weigert.

Introduction to labor problems and to their economic and social implications, including: labor's place in our industrial order; types of labor; labor demand and supply; history and foundations of unionism; management policies; collective bargaining; wages and hours; current labor issues.

*IV. ORGANIZED LABOR AND THE LAW. (3) First semester. Dr. Ziskind.

*IV. LABOR AND SOCIAL LEGISLATION. (3) Second semester. Dr. Ziskind.

IV. PRINCIPLES OF MARKETING. (3) Second semester. Dr. Hovde.

Problems involved in the movement of goods and services from producers to consumers. The market structure as a whole. Basic methods devised by businessmen to distribute the output of production, and regulations imposed upon business by natural and artificial barriers. Marketing as a profit-making activity and as a social mechanism of fundamental importance to economic life. Consideration of current phases of wartime and post-war programs. Lecture and quiz discussions combine the commodity and functional approaches with emphasis upon marketing management.

IV. BUSINESS LAW.¹ (3) First semester. Mr. Young.

Designed for persons in government service or in business. An introduction to law and legal institutions and to basic concepts such as: contracts; torts; real and personal property; agency; negotiable instruments; sales and evidence. Work based on text and leading cases.

IV. BUSINESS LAW.² (3) Second semester. Mr. Young.

A continuation of Business Law.

IV. WESTERN HEMISPHERE TRANSPORTATION. (3) Summer. Associate Professor Homberger.

The vital problems of transportation in the United States, Canada, and Latin America will be studied. The traffic demand, the available means of transportation, and other principal issues relating to transportation in the Western Hemisphere are discussed. Both peace time conditions and the role which transportation plays during the war are considered.

IV. BASIC PROBLEMS OF TRANSPORTATION AND COMMUNICATION. (3) Each semester. Associate Professor Homberger.

Economic principles and modern development of the means of transportation (rail, road, water, pipe line, air) and of communications (post, telegraph, telephone, radio) are studied. Attention is given to needs of those interested in work of government in relation to transportation and communication agencies.

IV. AIR TRANSPORTATION. (3) First semester. Associate Professor Homberger.

The recent and rapid advancement of air transportation and the outlook for future development have aroused particular interest in this field. This course presents a comprehensive study of operation, traffic, rates, and government action in air transportation as well as a consideration of the problems of management of aircarriers in peace and war.

IV. ECONOMIC GEOGRAPHY AND TRANSPORTATION OF LATIN AMERICA. (3) Second semester. Associate Professor Homberger and Mr. Deasy.

A basic regional treatment of the natural resources of Latin American nations and the relation of these resources to the economic activities of the people. Special consideration is given to the transportation problems in peace and war with emphasis on the relation between transportation, settlement and general economic developments.

IV. ECONOMIC GEOGRAPHY. (3) Each semester. Dr. Starkey.

A world survey of the physical setting of regional economic problems. The distribution of major cities, industries, natural resources, raw materials, and food stuffs is analyzed during a study of major countries and regions. The course supplies background for specialization in economics, modern history, sociology, and public administration.

* IV. ECONOMIC GEOGRAPHY OF EUROPE. (2) First semester. Mr. Whipple.

* IV. LAND ECONOMICS. (3) First semester. Dr. Johnson.

V. INDUSTRIAL ORGANIZATION AND PUBLIC POLICY. (3) First semester. Dr. Edwards.

Problems in the industrialization of agrarian countries, with particular reference to the cases of Brazil and the United States. Study of types of market situations created by size, shape, and tactics of manufacturers and distributors, and of some problems of public policy created thereby. Particular attention to bearing of business size upon competition, and to integration, exploitation of patents, use of trade barrier laws, open pricing, commodity standardization, cost accounting, trade association statistical programs, and policies as to channels of distribution. Particular industries are studied as illustrative cases.

* V. PRICE ANALYSIS. (3) Second semester. Dr. Thomsen.

VI. THESIS SEMINAR IN ECONOMICS. (3) Each semester. Professor Marshall.

NOTE: See also courses listed under Administration, Financial Administration and Fiscal Policy, and Theory.

POLITICS AND PUBLIC LAW

II. INTRODUCTION TO POLITICS: THE AMERICAN SYSTEM. (3) First semester. Dr. Manning.

The basic principles of the governments of the United States, national, state and local; the federal and state constitutional structures; Congress, the state legislatures and the legislative process; the federal and state judicial systems, the executive and administrative organizations and powers; the role of political parties and electoral procedure; problems of government related to the extension of governmental functions in recent years.

II. INTRODUCTION TO POLITICS: NATIONAL GOVERNMENTS. (3) Summer and second semester. Dr. Manning.

Selected problems of leading contemporary national governments, including constitutional bases, intergovernmental relations, foreign policies, relations of the executive and the legislature, judicial review, administrative rulemaking, executive responsibility, politics and administration, political parties and public policy, national planning.

IV. THE MAJOR POLITICAL SYSTEMS. (3) Summer. Associate Professor Robbins.

A comparative study of the central types of modern political systems in terms of (a) their basic governmental structures, (b) the factors which condition their growth, persistence and decline, (c) the political philosophies with which they are identified.

IV. RELATIONS BETWEEN FEDERAL, STATE, AND LOCAL GOVERNMENTS. (3) Second semester. Mr. Rhyne.

A study of the current relations between the Federal, State and local governments of the United States with special emphasis on cooperative programs for the war and post-war periods. The inter-relationships of these governmental units as illustrated in Federal, State and local legislation to govern intergovernmental relations. The doctrines of states' rights and intergovernmental tax immunity as considered in recent cases and legislation. Particular subjects requiring intergovernmental cooperation such as public housing, aviation, education, public power and public works are studied in connection with current legislative, administrative and

legal problems they have created for Federal, State and local governments and their various departments and agencies.

IV. CONSTITUTIONAL LAW OF THE UNITED STATES. (3) First semester. Associate Professor Robbins.

The development and present status of constitutional government in the United States in terms of the basic principles of public law: the federal system and the place of the states in the union; nature and extent of national legislative, executive and judicial powers; the constitutional protection of private rights; judicial review; legislative power in the economic sphere; war powers; taxation; constitutional limitations arising from the contract clause, the Bill of Rights, and the Tenth and Fourteenth Amendments; the effect of social change on constitutional interpretation. Prerequisite: A course on American Government or graduate standing.

IV. PRINCIPLES OF CONSTITUTIONAL GOVERNMENT. (3) Second semester. Associate Professor Robbins.

Analysis of essential conditions for the establishment and maintenance of constitutional processes, with reference to governmental practice in the United States as compared with other countries. Readings and case studies on federalism; the distribution, balance, and fusion of powers; the problem of democratic responsibility; representation, the protection of private rights. Prerequisite: Two semesters of political science or graduate standing.

IV. ADMINISTRATIVE LAW. (3) Second semester. Dr. Shipman.

The nature of administrative powers, the public officer and the public office, the characteristics of administrative action, the finality of administrative determinations and the control of administrative action. Prerequisite: An advanced course in American government or graduate standing.

SOCIOLOGY AND PUBLIC WELFARE

II. INTRODUCTION TO SOCIOLOGY. (3) First semester. Professor Lorimer. Second semester. Mr. Hart.

A basic course devoted to the scientific study of social groups and the forces related to them. Important institutions of society are examined in the light of social evolution.

This course is the connecting link between foundation courses in Human Living such as The Social Sciences, and special fields of study in Social Economy.

IV. AMERICAN COMMUNITIES. (3)

First semester. Dr. Ware.

This course analyzes the economic foundation, social and political structure, and impact on individual personality of different types of American communities, with emphasis on those aspects of communities which have been most affected by the war economy. Special attention will be given to the community function of housing and to public policies that deal with social problems of housing.

IV. DEVELOPMENT OF AMERICAN CULTURE. (3) Second semester. Dr. Ware.

American history from the point of view of the cultural anthropologist. The development of dominant American culture patterns and their relation to those of non-dominant economic, ethnic, and religious groups. Designed to provide public officials, teachers, and others with an understanding of traditions which set the framework within which social action takes place.

IV. INTRODUCTION TO SOCIAL SECURITY. (3) First semester. Associate Professor Weigert.

Security as economic and social problem. Development, principles and problems of Federal and State legislation on social security, including workmen's compensation, categorical assistance and public employment service.

IV. WAR AND POST-WAR HEALTH PROBLEMS. (3) Second semester. Mr. Perrott and Dr. Ciocco.

A survey of the effects of the war on medical resources, demand and need for medical care in this country, and evaluation of medical service plans for the post-war period, including: withdrawal of physicians for the military forces and effects on civilian services, changes in hospital training and medical education, needs of "war boom" communities, medical services to war housing tenants, growth of prepayment medical and hospital service plans, post-war needs for hospitals, health centers, and training of medical personnel.

IV. PUBLIC HOUSING MANAGEMENT. (3) Second semester. Dr. Goldfeld.

An orientation course designed to give the student a broad concept of the public housing management's aims and objectives; its development; its practices; and its problems. The course deals with the basic differences in the management methods of private real estate, investment housing and public housing—aided and war. The topics covered include: tenant selection; community, educational and recreational activities for tenants; the maintenance problem; subsidies and rents; fiscal and accounting matters; taxation; statistics and research; personnel problems; training; and tenant relations. Students are expected to do considerable reading and to prepare reports.

* V. RURAL COMMUNITY ORGANIZATIONS. (2) First semester. Dr. Loomis and Dr. Ensminger.

THEORY: ECONOMIC-POLITICAL-SOCIAL

III. INTRODUCTION TO ECONOMIC THEORY. (3) Second semester. Dr. Machlup.

Concentration on theoretical rather than descriptive elements of economics, that is, on the causal and functional relationships between economic facts. The principles of economic conduct behind the phenomena of demand and supply: consumers' choices, production costs and producers' policies. The various forms and blends of competition and monopoly, and their effects upon selling prices

and production volumes. The distribution of income in the form of wage, rent, interest and profit. The course is confined to "modern" theory but, by avoiding mathematical and methodological refinements, remains strictly introductory.

IV. EARLY SOCIAL AND ECONOMIC THOUGHT. (3) First semester. Professor Correll.

In this course social and economic theories from the Greek philosophers to 18th century physiocrats are examined in terms of their

cultural configurations and in relation to dominant institutions.

Students whose major interests lie in economics, history, political science, or social economy are given an opportunity to develop specific phases of these interests within the frame of reference of the course.

IV. HISTORY OF ECONOMIC THOUGHT, 1750 TO THE PRESENT. (3) Summer and second semester. Professor Mann. Evolution of the history of economic problems and their solutions, from physiocrats and classicists to the present. Central issues such as value and price; free-enterprise system and state control; pure and monopolistic competition; principles of population policies; distribution of income; money and credit; domestic and international trade are discussed with emphasis upon underlying assumptions and historical background. Particular stress is laid on German historical school; American institutionalists; economic doctrines of socialism; marginal utility school and general equilibrium doctrine.

IV. SOCIAL THEORIES AND MOVEMENTS SINCE BENTHAM. (3) Second semester. Professor Correll.

Analysis of principles and theories bearing on social movements, social reforms, and related legislative activities including both European and American developments.

IV. ECONOMIC THEORY.¹ (3) Summer and first semester. Dr. Piquet.

This course is designed to aid in meeting the requirements of candidates for the Master's degree in Economics. It follows in general outline the more advanced presentation in Contemporary Economic Thought (described below). It is open to those who, as undergraduates, have not adequate preparation in economics.

IV. ECONOMIC THEORY.² (3) Second semester. Dr. Piquet.

A continuation of Economic Theory.¹

IV. TOOLS OF ECONOMIC ANALYSIS. (3) First semester. Dr. Machlup.

An intensive seminar workshop in the application of economic principles and theory of practical problems. Attention to mathematical techniques. Logical analysis of the philosophical assumptions underlying varied economic problems. Exercises in curve analysis

(Productivity, cost, demand, revenue, indifference, elasticity).

IV. THE THEORY OF INCOME DISTRIBUTION. (3) Second semester. Dr. Machlup.

Explanation of the distributive shares by a theory of pricing the productive services of labor, natural resources, capital and enterprise. The principles of derived demand. Demand for labor by the individual firms, the industry, the whole economy. Marginal productivity in firms which are monopolists and monopsonists. Elasticity of labor supply. The rent of factors with inelastic supply. Marginal efficiency of investment and the time dimension of the capital structure; time preference and liquidity preference as determinants of the interest rate. Contractual versus residual incomes; managerial versus entrepreneurial functions; uncertainty bearing and indivisibility as causes of pure profit. The adding-up problem of the distributive shares in the national net product.

IV. THEORY AND MEASUREMENT OF NATIONAL INCOME. (3) First semester. Dr. Gilbert.

Covers concepts, sources, and methods used in measuring national income, income payments, income by states or regions, national product, capital formation, consumers expenditures and savings; adjustment of these aggregates for price changes; conceptual and practical difficulties of war time measurement; size distribution of income and expenditures; survey of British income estimates and the problem of international comparisons; examples of the application of national income estimates to economic problems such as post-war planning and the inflationary gap. Brief attention is given to concept and measurement of wealth.

IV. WAGE THEORY AND ADMINISTRATIVE WAGE CONTROL. (3) Second semester. Dr. Galenson.

Contemporary wage theory. General theories of the relation of wage changes to price changes and to employment as a whole. Wage differentials and the determination of wage rates in different market situations. Collective bargaining. Wage doctrines of American trade unionism. Statistical data relating to wages and wage income in the United States since 1900. Effects of the war upon wages and wage income. Policies of

wage stabilization. Problems of administrative wage control.

V. CONTEMPORARY ECONOMIC THOUGHT.¹ (3) First semester. Dr. Piquet.

A critical examination of representative types of economic theory, emphasizing the development of those schools of economic thought which are alive in America today. Particular attention is given to the points of view and logical premises of classical and neo-classical economics, the American psychological school, socialistic thought, and modern institutionalism, especially as they relate to current economic and social problems. The course is conducted by the discussion method. It is primarily for second and third-year graduate students in Economics.

V. CONTEMPORARY ECONOMIC THOUGHT.² (3) Second semester. Dr. Piquet.

A continuation of Contemporary Economic Thought.¹

V. THEORY OF MODERN POLITICS. (3) First Semester. Associate Professor Robbins.

Political theory as an instrument of analysis in the study of problems of modern government, as distinguished from doctrine in justi-

fication of political movements. An examination of the nature of political relationships; the process of government in the state and in quasi-public associations; the role of force and the nature of sanctions; social control at the governmental level; the possibilities of democratic and other types of organization and procedure at the present stage of political development.

V. THE GROWTH OF POLITICAL THOUGHT SINCE MACHIAVELLI. (3) Second semester. Associate Professor Robbins.

The historical development of political ideas in relation to institutional trends from the rise of the modern state to contemporary ideological conflicts, with special attention to the outstanding classics of the period. Readings, lectures, and discussions; one term paper is required for degree candidates.

* V. ECONOMICS OF IMPERFECT COMPETITION. (6) Full year. Dr. Wermel.

* IV. RESEARCH METHODOLOGY IN ECONOMICS. (2) Second semester. Dr. Wermel.

VI. THESIS SEMINAR IN POLITICAL SCIENCE. (3) First semester. Associate Professor Robbins.

INTERNATIONAL AFFAIRS AND WORLD ORGANIZATION

II. INTRODUCTION TO WORLD AFFAIRS. (6) Full year. Professor Stowell.

An analysis of the forms and functions of international institutions and government with especial reference to the administrative aspects of interstate relationship. Primary emphasis is upon backgrounds which will lay a basis for specialized study of the problems and methods of international administration. Open to entering students.

IV. INTERNATIONAL RELATIONS AND WORLD POLITICS. (3) Each semester. Professor Stowell.

The factors that determine the course of world affairs; the doctrines of the equality of states, the balance of power, and the concert of powers; regional control; international commerce and economic and financial

policies; international police and world organization.

IV. INTERNATIONAL ADMINISTRATION AND ORGANIZATION. (3) First semester. Dr. Ranshofen-Wertheimer.

Principles and problems, the working technique, and the administrative aspects of international organization and government. Public international bureaus operating prior to the creation of the League system. Development and functioning of the more important official international bodies (League of Nations, International Labor Organization, Permanent Court of International Justice). Special attention is paid to the international administrative bodies planned or in course of formation under the sponsorship of the United Nations. The place of international admin-

istration and organization in postwar reconstruction. The federal aspect of future international organization. Plans for regional and universal solutions.

IV. INTERNATIONAL PUBLIC ADMINISTRATION OF THE UNITED NATIONS. Second semester. Dr. Ranshofen-Wertheimer.

A comprehensive review of the purpose, scope and the operational and administrative aspects of the major international organizations, already established, in process of formation, or planned. A survey of the international public unions and bureaus (of the type Universal Postal Union), the surviving technical services of the League of Nations, the past and present activities of the International Labor Office. A full description of the supernational war agencies (other than those of a purely military nature) in the fields of raw materials, finance, etc., and of the functional United Nations agencies, particularly those dealing with food and agriculture, relief and rehabilitation, UNRRA. Tendencies and patterns of post-war international political organization and administration. The administrative technique of international organization compared with corresponding problems of national administration.

IV. PRINCIPLES OF INTERNATIONAL LAW. (6) Full year. Professor Stowell.

The system of law governing the commercial and social relations of the politically independent communities and their nationals, examined from a functional point of view, and classified according to the procedure of enforcement through intervention, retaliatory, reciprocity and the operation of international organizations and commissions.

IV. DIPLOMATIC PRACTICE IN THE TWENTIETH CENTURY. (3) First semester. Dr. Ranshofen-Wertheimer.

A survey of the rules and traditions governing contemporary diplomatic action, including a description of the technical and representative aspects of the work of diplomatic agents (immunities, precedence, credentials, drafting and form of diplomatic documents, etc.). Special attention will be devoted to the influence of changing conditions upon

the composition of foreign services, upon the composition of diplomatic services in a number of typical states, and upon the technique of diplomacy. The role of the diplomatic machinery in the decisions of peace and war. This course aims at making the student familiar with such aspects of diplomatic practice as would be useful for a fuller understanding of diplomatic history and contemporary diplomatic activities.

IV. THE AMERICAN FOREIGN SERVICE. (3) Second semester. Mr. Erhardt and Mr. Ferris.

The foreign affairs establishment of the United States considered with respect to its functions, historical background, and organization at home and abroad. Special emphasis upon the development of the combined Foreign Service since 1924, the administration of the Foreign Service by the Department of State, and the manner in which the establishment implements American foreign policy.

IV. LATIN-AMERICAN WORLD. (3) First semester. Dr. Ganzert.

An introduction to the peoples of Hispanic America, affording background for the study of inter-American relations. Geography, history, and social, political, and economic problems of countries south of the Rio Grande. Lectures, discussions, and reports.

IV. OUTLINE OF LATIN-AMERICAN ECONOMY. (3) First semester. Dr. Wythe.

This course is designed to give an appraisal of the economic life, resources, and trade of the Republics of Latin America, and the position of these countries in world economy. Special attention will be given to the impact of the war and to the problems of post-war economic reconstruction. Other topics discussed are: Population and immigration, diversification of production, including manufacturing industries, foreign economic influences, economic nationalism, and the possibilities and limitations of a Hemisphere economy.

IV. COMMERCIAL POLICIES OF THE LATIN AMERICAN REPUBLICS. (3) Second semester. Dr. Wythe.

The history and nature of Latin American customs tariffs and an analysis of recent re-

strictive and promotive devices, such as exchange controls and quotas; also commercial agreements, regional preferences and proposals for customs unions. Open to advanced students with special interest in international economic affairs.

IV. INTERNATIONAL RELATIONS OF AMERICAN REPUBLICS IN THE 20TH CENTURY. (3) Second semester. Dr. Ganzert.

Analytical survey of the political relations among the Latin American republics in the 20th century, and their relations with the United States and Europe. Development of the Monroe Doctrine, the Pan American Union and Inter-American cooperation.

IV. INTERNATIONAL ECONOMICS IN TRANSITION. (3) Second semester. Dr. Drucker.

The postwar pattern of international economics as determined by policies of national and international recovery and equilibrium. Against the background of a changing structure of economy and politics, an attempt is made to integrate the features of a new economic world, as they emerge from proclaimed peace, aims, wartime and emergency policies, projects of international stabilization, planned investments, etc. Lectures, reports, discussions. Open to seniors and graduate students interested in history and economics.

V. INTERNATIONAL POPULATION PROBLEMS. (3) Second semester. Professor Lorimer.

Distribution of world population in relation to economic opportunity. Dynamics of population change. Regional analysis. Signifi-

cance of variations in ethnic composition, age structure and social characteristics. Migration trends and potentials. Relation of population trends to military power. Demographic effects of war and population displacements. Special attention is given to changing relationships between Europe, the Soviet Union and Eastern Asia.

V. CURRENT PROBLEMS IN INTERNATIONAL FINANCE. (3) Summer and second semester. Dr. Taylor.

An examination of current discussions on international exchange stabilization; the history of international investment after World War I and proposals for international investment after the present conflict; current and postwar problems relating to the balance-of-payments position of the principal commercial countries; and the relation of postwar international finance to economic rehabilitation.

V. WAR AND POST-WAR PROBLEMS IN INTERNATIONAL FINANCE. (3) First semester. Dr. Taylor.

This course deals primarily with war-time developments in international finance, with particular emphasis on the creditor-debtor position of the United States. Special attention will be given to problems of lend-lease, funds control, raw material controls, and international investments under war-time and postwar conditions. The course includes a study of plans for postwar economic and currency stabilization examined against the background of gold and capital movements and other balance-of-payments factors.

VI. THESIS SEMINAR IN INTERNATIONAL ADMINISTRATION. (3) Second semester. Professor Stowell.

QUANTITATIVE METHODS

ACCOUNTING

II. PRINCIPLES OF ACCOUNTING. (6) Full year. Associate Professor Ketchum.

The basic principles and procedures of accounting with emphasis upon corporation and manufacturing accounts. Especially designed to provide an intensive training for government employees concerned with war production programs. Lectures, discussion, prob-

lems, and extensive practical laboratory material. No prerequisites.

II. BASIC ACCOUNTING. (3) Second semester. Mr. Payne.

A one-semester course designed for men and women who are not primarily interested in accountancy as a profession but who wish to obtain a general understanding of the basic principles of accounting as promptly as pos-

sible for use in public or business administration, or as a tool for research or financial analysis.

III. INTERMEDIATE ACCOUNTING.¹ (3) First semester. Mr. Rayson.

An analysis of balance sheet presentation and profits determination, including: valuation of assets, determination of liabilities and net worth, allocation of income and expense to the proper fiscal period, analysis of working capital, the appropriation of profits for dividends and reserves, consignment and installment sales, comparative statements, balance sheet and profit and loss ratios, etc. Prerequisite: Principles of Accounting.

IV. ACCOUNTING FOR CONTROL. (3) Each semester. Mr. Kohler.

An examination and appraisal of the practical applications of accounting as a realistic device (a) of management for controlling the affairs of business corporations and government agencies, and (b) of regulatory bodies charged with supervisory responsibilities over private industry; the determination of standards for financial reporting; reliance on and limitations of financial statements. Cases presented by students provide the basis of frequent class discussions. Prerequisite: one year of Accounting or the equivalent. Text: *Accountants' Handbook*, Third Edition.

MATHEMATICS AND STATISTICS

I. INTRODUCTION TO MATHEMATICS. (3) Second semester. Dr. Wann.

The fundamental ideas and concepts of mathematics with special reference to their historical development and their sources in physical experience. Elements and axioms of mathematics. Algebraic expressions and equations. The use of exponents in computation. Logarithms; the use of the slide rule. Problems and methods of geometry; indirect measurement. Coordinate geometry. Mathematical theories in their application in the physical, biological and social sciences, the arts, and philosophy. Mathematics as an exact and unified system of reasoning possessing many of the characteristics of the

fine arts. The nature of mathematics. Course recommended to all students of the social sciences, as a survey of mathematics or as the basic course for advanced work in statistics.

II. ELEMENTARY STATISTICS. (3) First semester. Dr. Beatrice Aitchison. Second semester. Mr. Stock.

An introduction to the practical application and interpretation of statistical data and techniques, with special emphasis upon the use of statistics in government agencies. Basic principles of collection, presentation, analysis and interpretation of statistical data. Non-mathematical in character, no prerequisites. Especially designed for students who desire a one semester course in statistics rather than those who plan to do advanced work in the field.

IV. USE OF STATISTICAL METHODS.¹ (3) Summer and each semester. Mr. Dayton.

Introduction to the application of statistical methods to practical problems of research in the social sciences. Included are the techniques relating to the construction of frequency distributions; calculation of measures of central tendency, variation and skewness; interpretation and application of price indexes; standard error analysis and tests of significance; time series analysis, calculation of trends, cycle variation and indexes of seasonal variation. The basic background for more advanced work in statistics.

IV. USE OF STATISTICAL METHODS.² (3) Each semester. Mr. Dayton.

The application of special techniques including the construction of physical volume and business activity indexes, correlation analysis, statistical induction and the problem of sampling including the chi-square test, and the analysis of variance. Prerequisite: Use of Statistical Methods.¹

IV. MATHEMATICS FOR STATISTICIANS. (3) First semester. Dr. Mood.

Selected topics from algebra, analytic geometry, calculus, and analysis, necessary for the development of statistical theory. Included are: determinants, combinatorics, quadratic forms, theory of equations, differentiation, integration, transformations, and generating functions.

NOTE: See also courses in Accounting listed under Financial Administration and Fiscal Policy.

IV. MATHEMATICAL BASIS FOR STATISTICAL TECHNIQUES. (3) Second semester. Mr. Stock.

Mathematical derivation of techniques used in statistics. The logic in mathematical terms, of frequency distributions, averages, moments, correlation co-efficients, and least squares; the origin of small sample techniques and the mathematical basis for its application. Prerequisite: Mathematics for Statisticians (IV) or Differential and Integral Calculus.

IV. POPULATION STATISTICS. (3) First semester. Professor Lorimer.

An introduction to research methods in the study of population problems. Specific and adjusted rates. Indices of morbidity. Theory and applications of the life table. Examination and correction of basic data. Measures of intrinsic reproduction. Prolificacy distributions. Measurement of the efficacy of contraception. Analysis of factors affecting fertility. Measurement of net migration and migration differentials. Current population estimates and population projections. Indices of the relation of population to resources and economic trends. Attention is given to the analysis of problems, the development of hypotheses and the appraisal of research results in this field, as illustrating the broad principles of scientific research in social studies. Lectures and discussion, supplemented by class and individual exercises.

IV. PRICE STATISTICS. (3) Second semester. Mr. Ulmer.

A critical analysis of the sources, uses and behavior of price data. Techniques in the collection of prices. Description and appraisal of wholesale price, cost of living and "special purpose" price indexes. Analysis of geographical price differentials, price flexibility and the structure of prices. Price cycles and price trends. International price relationships. War and post-war price problems and their effects upon the use of statistical techniques.

IV. LABOR STATISTICS.¹ (3) First semester. Dr. Perlman.

A description and critical analysis of sources of statistical data used in the field of labor economics and of the methods used in their collection, analysis and presentation including: A description and analysis of statistics of labor force, occupational descriptions and classification, industrial classification, statistics of census of manufacturers, statistics on employment and pay rolls, estimates of employment and unemployment, and analysis of wage structure in American industry.

IV. LABOR STATISTICS.² (3) Second semester. Dr. Perlman.

A description and critical analysis of sources of statistical data used in the field of labor economics and of the methods used in their collection, analysis and presentation, including: statistics of annual earnings and labor income, labor productivity, retail prices and cost of living, real wages, labor turnover, age in industry, methods of wage payment, vacations with pay, union scales of wages and hours of labor, trade union membership, collective agreements, and industrial disputes. A continuation of the first semester but open to entering students.

* V. MULTIVARIATE ANALYSIS. (6) Full year. Mr. Girshick.

* V. PSYCHOMETRIC METHODS AND THEORY.¹ (2) First semester. Dr. Richardson.

* V. INTERPOLATION, APPROXIMATION AND MECHANICAL QUADRATURE. (1) Second semester. Dr. Shohat.

* V. VECTOR ANALYSIS.¹ (2) First semester. Dr. Littauer.

* IV. ADVANCED CALCULUS. (4) Full year. Dr. Winston.

VI. THESIS SEMINAR IN STATISTICS. (3) First semester. Mr. Dayton.

EFFECTIVE COMMUNICATION

I. FUNDAMENTALS OF ENGLISH USAGE.¹ (3) Summer and each semester. Associate Professor Feagans.

Introduction to effective communication.

Organization of thought through the precise use of written and spoken language; emphasis upon grammatical principles—the word as symbol with referents; the sentence, the paragraph, and the whole composition.

Drill in the fundamental principles and mechanics of good writing, grammar, usage, punctuation, spelling, and vocabularies. Practice in the use of the library, reference aids, and source material. Note taking; effective reading. Practice in writing under criticism. Individual testing and analysis in reading comprehension, mechanics of expression, and effectiveness of expression.

I. FUNDAMENTALS OF ENGLISH USAGE.² (3) Second semester. Associate Professor Feagans.

A continuation of Fundamentals of English Usage.¹

II. WRITING EFFECTIVE GOVERNMENT LETTERS. (3) Summer. Mr. Grady.

Development of the principles of letter writing through analysis of various types of letters, including letters answering complaints; letters of application, transmittal, and introduction. Planning the letter, organizing the material, building a vocabulary, appropriate tone for each letter. Methods of building clear and emphatic paragraphs.

II. VOICE AND DICTION. (3) Summer and each semester. Mr. Hutcheson.

Introduction to effective techniques of everyday speech with emphasis on voice improvement, articulation, enunciation, vocabulary building, and poised and purposeful oral communication of ideas. Individual recordings and voice analysis. Supervised experience in the spoken organization of thought and its effective presentation before groups in both informal and formal situations.

VOICE AND DICTION LABORATORY. First semester. Mr. Hutcheson.

Conducted in conjunction with the course: Voice and Diction. Open only to members of that class, or with permission of the instructor. Individualized treatment for the correction of speech defects. No credit.

II. PUBLIC SPEAKING. (3) Second semester. Mr. Hutcheson.

Voice recordings, proper use of the voice, short original speeches, reports, speeches to entertain, to convince and inform. Emphasis on composition and delivery.

SPEECH CLINIC. Summer and each semester. Mr. Hutcheson.

Intensive individual training for the correction of stammering, lisping, accents and other voice defects. Registration by interview. No credit.

III. COMMUNICATIONS THROUGH READING. (3) First semester. Dr. Bedell. Second semester. Miss Sleicher.

Designed for those who desire to improve their speed, accuracy of reading, and level of comprehension; and those who desire a broader understanding of the cultural traditions. Techniques of quickly and accurately obtaining the thought from the printed page. Testing of reading ability to determine individual patterns of proficiency. Supervised practice in the improvement of reading skills in different fields such as government, technical and scientific reports, social science literature, interpretation of statistical tables and data, non-fiction books, periodical literature, and fiction. The improvement of level of appreciation and understanding with special attention to the "Great Books." Critical evaluation of materials read, integration of various related ideas from different sources, patterns of the thinking processes.

Laboratory for the individual testing and diagnosis of patterns of proficiency in rate, types of comprehension and appreciation as they relate to various reading purposes and materials. Individual guidance and instruction appropriate to the diagnosis.

IV. WRITING FOR PUBLICATION. (3) First semester. Dr. Douglass. Second semester. Mr. Loving.

Advanced practice in writing non-fiction for publication as government reports, periodical articles, and books. Review of the principles of composition, style, and precise and creative presentation. Emphasis upon methods of research; analysis of source material; evaluation and organization of data; preparation of manuscript; literary craftsmanship; marketing. Weekly articles; semester papers; workbooks. Readings; group criticism; personal conferences.

IV. RADIO AND EFFECTIVE COMMUNICATION. (3) First semester. Mr. Bryan.

Radio as an instrument of educational and

public relations. Script preparation, program planning, production techniques. Broadcasting station organization and staff operations.

IV. CENSORSHIP OF COMMUNICATION IN WARTIME. (3) First semester. Dr. Mock.

The purpose of this course is to examine the nature of wartime censorship in the United States, together with its impact upon those civil liberties inherent in a democratic form of government. A study of the basic reasons for, and the degree and extent of censorship both official and unofficial during the present struggle and during former wars. Emphasis is placed upon the constitutional aspects of censorship and upon the danger of retaining such restrictive measures after the war.

IV. DESIGN AND TYPOGRAPHY IN DISSEMINATING INFORMATION. (3) First semester. Mr. Mortimer.

A course to help writers and editors and those having contact with the printing office to plan their work so as to produce a more satisfactory printing result. Printing terms, manufacturing processes; layouts and dummies; copyfitting and preparation; printing papers and their use; photo-engravings and their application; type faces and their applications; bindings and their uses; layouts for covers, title, and text pages; planning folders and miscellaneous pieces.

IV. GRADUATE ART LABORATORY. (3) Each semester. Mr. Watkins.

SPOKEN LANGUAGE PROGRAM

I. SPOKEN CHINESE. (1½) Second semester. Dr. Chen.

I. SPOKEN FRENCH. (6) First semester. Mr. Matthew.

I. SPOKEN GERMAN. (6) Summer. Dr. Ranshofen-Wertheimer.

I. SPOKEN KOREAN. (3) Second semester. Mr. Han.

GENERAL STUDIES

BASIC SURVEYS

I. HUMAN LIVING: THE SOCIAL SCIENCES.¹ (3) Each semester. Professor Marshall.

I. SPOKEN PORTUGUESE. (6) Summer. Miss Reno. Second semester. Mr. Borchers.

I. SPOKEN SPANISH. (6) Summer session. Mrs. Dolores Andujar de Umbach. First and second semesters. Mr. Puente-Duany.

I. SPOKEN RUSSIAN. (6) Summer and each semester. Dr. Kantorovitz.

II. SPOKEN GERMAN: ADVANCED.¹ (3) First semester. Dr. John P. Umbach.

II. SPOKEN ITALIAN: ADVANCED.¹ (3) First semester. Mr. Gowen.

II. SPOKEN RUSSIAN: ADVANCED.¹ (3) Summer and each semester. Dr. Kantorovitz.

II. SPOKEN SPANISH: ADVANCED.¹ (3) First semester. Mrs. Dolores Andujar de Umbach. Second semester. Mr. Puente-Duany.

II. SPOKEN SPANISH: ADVANCED.² (3) Second semester. Mrs. Dolores Andujar de Umbach.

TECHNICAL LANGUAGES

III. TECHNICAL FRENCH (SOCIAL SCIENCE). (3) Each semester. Professor Correll.

III. TECHNICAL GERMAN (SOCIAL SCIENCE). (3) Each semester. Professor Correll.

LANGUAGE CONFERENCES. (1½-3) Each semester. Professor Corell.

III. SOCIAL SCIENCE SPANISH: TECHNICAL & CONVERSATIONAL. (3) Second semester. Mr. Puente-Duany.

A perspective on the social sciences, with particular reference to sociology, anthropology, political science, economics and psychology. The objectives are (1) that of aiding the individual to understand himself

and his world, and (2) that of providing foundation for work in social science and administration. Required of all undergraduate students who plan to complete the Associate or Bachelor of Science degree. It should be taken early in the program of study to serve as a background for other courses. Undergraduates with 60 semester hours' credit may substitute "Backgrounds of Social Science and Administration".

I. HUMAN LIVING: THE SOCIAL SCIENCES.² (3) Second semester. Professor Marshall.

A continuation of Human Living: The Social Sciences.¹

I. HUMAN LIVING: THE BIOLOGICAL SCIENCES.¹ (3) First semester. Dr. Bird.

This course surveys the sciences which relate to the study of man. The biological and physiological bases are emphasized. Subject matter includes the study of the evolutionary process, bodily structure and functioning, individual growth and development, and the activities of the individual in relation to his environment. The aim is to assist students who wish to gain a comprehensive view and understanding of the science of human nature and its functioning in the world in which we live. Moving pictures and demonstrations supplement the lecture and conference work. Field trips are made to clinics and exhibits.

IV. PROCESSES OF HUMAN LIVING. (6) Full year. Professor Marshall.

An advanced study of the processes of human living considered in "Human Living: The Social Sciences" and in "Backgrounds of Social Science and Public Affairs." Guided by his individual interests, each student examines one or more of these processes operating in contemporary society. These individual inquiries are integrated by the class discussions. Prerequisite, one of the courses mentioned above.

PSYCHOLOGY

II. GENERAL PSYCHOLOGY. (3) Summer and each semester. Dr. Bird.

Introduction to the field of psychology. The psychological makeup of the individual. A scientific study of differences in ability, in-

telligence, emotions and personality. Consideration of current psychological literature and new applications of psychological techniques. Appropriate field trips are arranged.

II. APPLIED PSYCHOLOGY. (3) Second semester. Dr. Bird.

A comprehensive survey of the application of psychology in the field of human relations. Methods of motivating human beings, the psychology of improving personality, the effect of suggestion on behavior, the psychology of morale, mental hygiene, increasing human efficiency, psychology of personnel and psychological applications in the professions. Prerequisite: General Psychology or the equivalent.

IV. PSYCHOLOGY AND ADMINISTRATION. (3) Summer session. Dr. Bird.

A study of modern administrative management in terms of fundamental psychological principles. The place, significance, and understanding of individual abilities, emotions, intelligence, motives, imagination, and personality will be discussed and illustrated from current psychological and administrative literature.

IV. SOCIAL PSYCHOLOGY. (3) Second semester. Dr. Likert.

A general orientation in the field of social psychology with particular attention to recent research on attitudes and the dynamics of motivation. Consideration is given to understanding the forces which influence the behavior of individuals and groups. Prerequisite: An introductory course in psychology.

HISTORY

II. RISE OF THE UNITED STATES AS A WORLD POWER. (3) First semester. Professor Hunter.

A survey of the development of the United States in its relation to the course of world politics from the end of the 18th century to the present with emphasis on the period since 1898, and with particular attention to the economic and social bases of our foreign policy.

II. HISTORICAL BACKGROUND OF CONTEMPORARY AMERICAN PROBLEMS. (3) Second semester. Professor Hunter.

For students with a limited knowledge of

American history who desire a better understanding of the historical foundations of present day problems, political, social and economic. Such issues as the farm problem; labor organization, growth and regulation of big business; social security; and race conflict are considered. Focus of interest is upon the current situation.

IV. ECONOMIC HISTORY, 1500 TO 1800.¹ (3) First semester. Professor Correll.

Emergence of national economies and spread of power politics since about 1500. State-administrative and mercantilistic systems. Role of national units in the technics and economics of Western Civilization. First semester topics: Spanish, Portuguese, French developments and Italian city-state patterns.

IV. POLITICO-ECONOMIC HISTORY OF MODERN EUROPE. (3) Second semester. Professor Correll.

Introductory review of Economic History, 1500-1800. Problems of state-formation and economic expansion: power politics within and without the "Holy Roman Empire." Growth of English national economic unity. Decline of Spanish dominance. Growth of Dutch independence, entrepot markets, colonial activities. French and British expansionism. Policies of systems of Cameralism and Mercantilism. Setting of the stage of modern nationalism.

IV. THE HUMANISTIC TRADITION: THE INTELLECTUAL HISTORY OF THE WESTERN WORLD SINCE THE 13th CENTURY. (3) Second semester. Dr. Douglass.

A study of the development of the freedom

of the human spirit. Civilization in the 13th century; the Church; feudalism; conceptions of human nature. The Revival of Learning; personality types and values of the Renaissance. The commercial revolution and consumers' civilization. The industrial revolution; spread of social renaissance; evolution, utilitarianism and socialism. Science and technology. Thought movements in the 19th century. Modern ethics from Giordano Bruno, with consideration of ethical issues in contemporary thought. Study of intellectual, literary, and scientific movements with emphasis upon historical, technological, and scientific configurations. The implications of modern science with reference to physics, biology, psychology, the social sciences, education, linguistics, literature, religion, and democracy. An examination of the dehumanizing, secularizing, and depersonalizing trends since Copernicus and of the efforts of man to establish for himself a new status and moral dignity. Prerequisite: Graduate status or permission of the undergraduate dean.

V. HISTORY OF THE UNITED STATES. (3) First semester. Professor Hunter.

Attention is fixed upon selected topics in the social history of the United States in the 19th and 20th centuries, with emphasis upon the more recent historical developments in the areas dealt with. Lectures, reports, and discussion.

VI. THESIS SEMINAR IN ECONOMIC HISTORY. (3) Each semester. Professor Correll.

VI. THESIS SEMINAR IN AMERICAN SOCIAL HISTORY. (3) First semester. Professor Hunter.

GENERAL REGULATIONS

REGISTRATION

Class registrations will be accepted after the following dates: For the fall semester, September 1, 1944; for the spring semester, January 1, 1945; and for the summer session, June 1, 1945. The offices of the Registrar and Bursar are open from 9:30 a. m. until 8:00 p. m., Mondays through Fridays except Thanksgiving and Christmas days.

Complete information concerning requirements for admission to the Graduate Division will be found on page 41. Complete information concerning requirements for admission to the Undergraduate Division will be found on page 56. The general procedure for students desiring to register in either Division is as follows:

1. Application blanks for admission may be obtained from the Registrar's office. A complete transcript of previous college credit (and a certification of secondary school record for students with less than thirty semester hours of advanced credit) should be provided as soon as possible. No student may be registered for credit until the Registrar has received all official transcripts, although provisional registration is allowable for students whose transcripts are necessarily delayed. All students will be promptly advised concerning admission status.

2. Although applications for admission may be made by mail, all students must come in person to the office of the Registrar to enroll for courses.

3. Students who desire to take courses leading to a degree should consult with the Dean of the Division in which the degree is given, and with the chairman of the Department concerned.

4. Students may not attend classes until all registration forms have been completed and filed and financial arrangements for tuition have been made.

5. Students who desire credit must be in attendance by the second meeting of any class.

at the close of each course offered in the School.

Grades in courses are given and recorded as follows: A, excellent; B, good; C, fair; D, poor; F, failure; I, incomplete; Wd, officially withdrawn; and Abs, unofficially withdrawn. C is the lowest passing grade for a graduate student, but he must maintain at least a B average in order to continue his candidacy for an M.A. degree, and better than a B average for the Ph.D. degree.

A grade of "Incomplete" will be assigned only to a student who has made arrangements with the instructor before the grades are reported to the Registrar to complete the course within the period prescribed below. Students who withdraw unofficially without notice to the registrar or who fail to appear for the final examination without being excused by the instructor will receive a mark of Abs. In such cases the course cannot be completed for credit.

A mark of "Incomplete" obtained during the first semester of any academic year must be removed before April first. A mark of "Incomplete" obtained during the second semester must be removed before October first. A mark of "Incomplete" obtained during the summer session must be removed before November first. In case all work is not completed before the prescribed date, the

COURSE EXAMINATIONS AND GRADES

A written examination usually is given

mark of "Incomplete" will remain permanently on the record.

All grades are mailed to students as soon as they are received from instructors.

STUDENT LOAD

The usual load for a full-time student is fifteen hours a semester. Part-time graduate students are limited to six hours in the case of students registering for the first time. Graduate students who have records of B plus or higher may carry additional hours if permission is granted by the Standing Committee, but no student, graduate or undergraduate, who holds a full-time position may register for more than nine hours a semester.

FINANCIAL REGULATIONS

FEES

All accounts are payable at the office of the Bursar, 1901 F Street. Registration is not complete until all charges are paid or contracted for, as provided below.

Tuition for each semester and the summer session is due and payable in advance at the time of registration. There is no additional registration fee, but on payment in advance of \$1 as a service charge, students may arrange for payment of tuition in installments as follows: for the first semester—one-third at the time of registration, one-third on November second, and one-third on December fourth; for the second semester—one-third at the time of registration, one-third on March second, and one-third on April second; for the summer session—fourteen-week courses, one-half at the time of registration and one-half on July second. Tuition payments for seven-week courses in the summer session may not be deferred. Students who fail to make installment payments by the tenth of the month in which they are due, will be

TIME OF CLASS MEETINGS

Classes are held during the evening hours in order that employed students may continue their academic training. This arrangement permits full-time students to do uninterrupted research during the day and enables them to take advantage of the resources for special study and research available in Washington.

TRANSCRIPTS

Each student is entitled to one transcript of his record without charge. Transcripts will not be issued unless all financial obligations to the University have been paid in full.

suspended and may not attend classes until they have paid all accrued installments plus a reinstatement fee of \$2, and have been officially reinstated. The schedule of fees follows:

Tuition, each semester hour:	
Courses numbered I and II	\$ 8.00
Courses numbered III and	
above	10.00
Auditors (visitors)	8.00
Late registration fee.....	3.00
Reinstatement fee	2.00
Service charge on deferred	
payments	1.00
Dissertation supervision fee	
for the Ph.D.	60.00
Graduation fee for A. Adm.	
and B.S.	10.00
Graduation fee for M.A. or	
Ph.D.	15.00
Binding of thesis. .	\$6.00 to \$10.00

Students who have received a doctor's degree from The American University may visit courses without charge and

may take additional courses for credit at one-half the regular tuition rates.

Clergymen in active service are granted a credit of twenty per cent on tuition for each semester.

Members of the faculty of other universities in and near Washington maintaining graduate work leading to the doctorate are allowed tuition at half rate, provided this university extends reciprocal privileges to The American University.

WITHDRAWALS AND REFUNDS

Applications for withdrawal or for changes in schedule must be made in writing to the Registrar on blanks provided for that purpose. Students who wish to withdraw from a course must notify the Registrar immediately. Notification to an instructor or absence from classes over a prolonged period is not an acceptable notice.

Students who officially withdraw from classes during either semester or the summer session before the end of the first full week of classes will receive a refund of all tuition except a \$5 registration fee. Financial adjustments in the case of subsequent withdrawals will be made as follows:

First Semester: Withdrawals dated on or before November tenth, cancellation of the second and third installments or a refund of two-thirds of the tuition if

paid in full; withdrawals dated on or before December tenth, cancellation of the third installment, or a refund of one-third of the tuition if paid in full. No refunds or rebates will be allowed on withdrawals dated subsequent to December tenth.

Second Semester: Withdrawals dated on or before March tenth, cancellation of the second and third installments or a refund of two-thirds of the tuition if paid in full; withdrawals dated on or before April tenth, cancellation of the third installment or a refund of one-third of the tuition if paid in full. No refunds or rebates will be allowed on withdrawals dated subsequent to April tenth.

Summer Session: Withdrawal from fourteen-week classes dated before July tenth, cancellation of the one-half installment or a refund of one-half the tuition if paid in full. No refunds will be made for withdrawals from seven-week classes scheduled for either half of the summer session.

In no case will any part of the initial installment of tuition be refunded, and in no case will tuition be reduced or refunded because of non-attendance at classes.

No permission to withdraw and no transcript of work done will be given a student who does not have a clear financial record.

THE GRADUATE DIVISION

ADMISSION

DEGREE STUDENTS. Admission to full standing in the Graduate Division of the School of Social Sciences and Public Affairs is granted only to holders of bachelor's degrees from accredited colleges and scientific schools. An official itemized transcript of the undergraduate record should be sent to the Registrar as early as possible before the registration period. If the undergraduate record shows scholarship deficiencies, supporting documents indicating ability to undertake graduate study should be submitted. In such cases professional experience records and the profile of the Graduate Record Examination are especially useful, and may be required. Information concerning this Examination can be obtained from the Graduate Dean, or the Graduate Record Examination, 437 West 59th Street, New York City.

A candidate for a higher degree at another graduate school may be admitted to full graduate standing upon certification of candidacy by the dean or registrar of that school. An itemized transcript will not be required if credit for courses taken in the Graduate Division are to be transferred only to the original graduate school. In all other cases, the official

itemized transcripts of academic work previously undertaken must be submitted.

NON-DEGREE STUDENTS. Graduate students who do not expect to carry on systematic study toward a higher degree may be admitted to graduate standing for the purpose of pursuing general or specialized course work. They will be admitted to full graduate standing only if the transcripts of their academic record warrant it.

AUDITORS. Permission to register for some classes as an auditor (or visitor) without credit is given to a limited number of persons. One who registers as a visitor can be given only a statement of registration without evaluation of work completed in the course. An auditor may change his status to that of a student registered for credit up to October 20th during the first semester, and up to March 2nd during the second semester; but he must first show, by filing with the Registrar an official itemized transcript, that he has graduated from an accredited college or scientific school; he may be required to submit such other credentials as may be necessary to establish graduate standing.

DEGREES

The Graduate Division provides advanced work leading to the degrees of Master of Arts and Doctor of Philosophy in Economics, History, International Ad-

ministration, Political Science, Public Administration, and Social Economy. In the field of Statistics only the Master of Arts degree is offered.

DEGREE OF MASTER OF ARTS *

CANDIDACY. A graduate student in full standing is advanced to candidacy for the degree of Master of Arts if the following requirements have been met:

1. Ordinarily he must have completed as an undergraduate at least 24 semester hours of B average in the field in which he expects to take his degree, or in other satisfactory supporting courses. Work which falls outside the undergraduate department corresponding to the department or field in which the student proposes to carry on graduate work may be accepted within the 24-hour minimum only if the Dean of the Graduate Division and the departmental chairman decide that the work provides an appropriate foundation for the program which he proposes to follow.

2. If his undergraduate program has been deficient in courses relating to the special field in which he plans to become a candidate, he will be expected to have made up the deficiency, either by further study elsewhere or in basic courses at The American University.

3. When advancement to candidacy is deferred on account of deficiencies in a student's undergraduate background, he is ordinarily expected to establish a favorable record, an average of B or better, in at least four courses undertaken in the Graduate Division, before raising the question of candidacy. He may be required to take the Graduate Record Examination in order to demonstrate an adequate preparation for candidacy.

The candidate is expected to maintain a B average in graduate studies. Candidacy is discontinued when the grade average falls below B.

* Note: Special additional requirements for this degree in the field of social science and creative art are stated in printed regulations obtainable in the Registrar's office.

REQUIREMENTS. Every candidate for the degree of Master of Arts must meet the following general requirements for graduation before the degree can be awarded. For the specific departmental requirements for comprehensive examinations, see the appropriate headings in the succeeding pages.

1. **COURSES IN RESIDENCE.** At least 30 semester hours of graduate work must be completed in residence at The American University. No part of this 30-hour requirement may be transferred from another university. All graduate work completed must average at least a grade of B. Of the 30 hours required, not more than 6 hours may be taken as credit for the thesis, and not more than 6 hours may be taken in non-thesis research projects. The entire program must be worked out with and approved by the chairman of the department in which the candidate is taking his degree.

2. **TOOLS OF RESEARCH.** The candidate must satisfy such requirements in the tools of research as may be deemed essential to his program. A candidate for the degree of Master of Arts is ordinarily required to have at least one foreign language, or statistics, or accounting, or mathematics. The chairman of the department, after consultation with the student, determines which of these research tools will be required. Certification that the requirement has been met is made by the graduate language examiner, the statistics adviser, the adviser in accounting, or other appropriate examiner appointed by the University.

(a) *Language.* If the student offers a language as the tool of research, he should take a qualifying examination set by the graduate language examiner as soon as possible after his registration, preferably at one of the dates set

for this purpose in the University calendar. The requirement will include the preparation of appropriate technical vocabularies and critical bibliographies, as well as a reading test. The chairman of the department, after consultation with the student, determines the language requirement. Whether French, German, Portuguese, Spanish, or some other language is designated, depends upon the nature of the research problem to be undertaken.

(b) *Statistics*. If the candidate offers statistics as a tool he will be required to demonstrate a knowledge of the fundamentals of statistical methods equivalent in scope to the first semester course in *Uses of Statistical Methods (IV)* at The American University. Successful completion (with a grade of B or better) of one semester's work, comparable to the above-named course, at another institution may be offered as evidence of training in fundamentals, subject to the approval of the Statistics Department. In certain approved cases, mature experience in statistical work may be offered in place of formal training as a demonstration of competence. In any case a qualifying examination may be required by the statistics adviser.

(c) *Accounting*. If a candidate offers accounting as a tool he will be required to demonstrate a knowledge of the fundamentals of accounting methods equivalent in scope to a basic semester course in accounting at the graduate (IV) level at The American University. Successful completion (with a grade of B or better) of such a course at another institution may be offered as evidence of training in fundamentals, subject to the approval of the accounting adviser. In certain cases, mature experience in accounting work may be offered in place of formal training as a demonstration of competence. In any case a qualifying examination may be required by the adviser in accounting.

3. **COMPREHENSIVE EXAMINATIONS.** Not earlier than the final semester of his completion of the required course work, the candidate will be expected to pass written comprehensive examinations covering at least three fields approved by the departmental chairman. The departmental requirements for comprehensive examinations are described in another part of this bulletin.

4. **THESIS.** The candidate must present an acceptable thesis and defend it in an oral examination covering both the thesis and its relation to the field in which it lies.

DEGREE OF DOCTOR OF PHILOSOPHY

CANDIDACY. Admission to full graduate standing does not necessarily imply that the student will be advanced to candidacy for the degree of Doctor of Philosophy. In order to prepare for candidacy it is essential to plan the course of graduate study in consultation with a departmental chairman. This should be done immediately after admission to graduate standing. Application for advance-

ment to candidacy is made upon a special form for this purpose obtainable at the Registrar's office. Candidacy will be granted only on the basis of a careful appraisal of the student's scholastic and professional record. Such appraisal may include qualifying oral or written examination, and in some cases the Graduate Record Examination. The Standing Committee of the Faculty will act upon

the application only after the following conditions have been met by the applicant: (a) at least twelve semester hours of graduate study in residence must have been completed with distinction, *i.e.* with an average grade of better than B; (b) certification by the appropriate examiners must have been filed with the Registrar showing that the necessary tools of research have been mastered; (c) a list of comprehensive examination fields must have been recommended by the departmental chairman. Candidacy is discontinued when the grade average falls below B.

REQUIREMENTS.* Every candidate for the degree of Doctor of Philosophy must meet the following general requirements for graduation before the degree can be awarded. For specific departmental requirements for the comprehensive examinations, see the appropriate headings in the succeeding pages.

1. **COURSES.** The candidate must complete with a better than B average a minimum of 72 semester hours of graduate work in addition to the thesis. *In some cases more than 72 hours may be required.* At least 60 semester hours of this work must lie within the areas in which the student plans to take the comprehensive examinations. No more than 12 hours may be taken in non-thesis research projects. The entire program must be worked out with and approved by the chairman of the department in which the candidate is taking his degree.

2. **RESIDENCE.** He must complete with a better than B average at least 30 semester hours of his graduate work in residence at The American University. No credit will be given for work on the

doctoral thesis in connection with the fulfillment of the residence or course hour requirements.

3. **TOOLS OF RESEARCH.** He must be able to read French and German literature in his field. The candidate may petition the Standing Committee of the Faculty to substitute other languages where such languages are related to his special program and where such a substitution is recommended by the chairman of the field in which the candidate is working, and by the chairman of the candidate's thesis committee. The language examination will include a reading knowledge, and the preparation of appropriate technical vocabularies and critical bibliographies.

When either statistics or accounting is required as an additional tool of research the candidate must have completed satisfactorily at some accredited university or must complete at The American University an appropriate year course in the field, and he must give satisfactory evidence of competence in the handling of statistics or accounting in at least one specialized field. The statistics or accounting adviser makes the necessary certification that this requirement has been met. A special form for this purpose is available at the Registrar's office.

4. **COMPREHENSIVE EXAMINATIONS.** The candidate must pass a series of written comprehensive examinations in at least six broad fields of study and achieve distinction in one or more of them. The scope of these examinations is described hereafter under the requirements for comprehensive examinations for each department.

5. **THESIS.** The thesis is expected to embody the results of original and independent research, to give evidence of sound scholarship, and constitute a definite contribution to knowledge. Regula-

* Note: The requirements for the degree of Doctor of Philosophy are qualitative as well as quantitative, and no definite statement of the time necessary for earning the degree can be made.

tions governing the thesis are given elsewhere in this bulletin.

6. FINAL ORAL EXAMINATION. The oral examination deals primarily with the thesis, and also with its relation to the general field of study in which the thesis subject lies. Results of the ex-

amination must be certified in writing by an examining committee of at least five persons, not less than three of whom were readers of the entire thesis. The members of this committee are appointed by the Standing Committee of the Faculty.

THE COMPREHENSIVE EXAMINATIONS

FIELDS. The written comprehensive examinations for higher degrees are designed to test the breadth and depth of the candidate's knowledge of several broad fields including the general area in which he expects to do specialized research for the thesis. The selection of these fields should be made only after careful consultation with the departmental chairman whose signature is necessary on the form of application for the comprehensive examinations. The comprehensive examination fields for a candidate for the degree of Doctor of Philosophy must be approved by the Standing Committee of the Faculty. For the degree of Master of Arts the approval of the departmental chairman is sufficient.

PREPARATION. The comprehensive examinations are not based upon the work of courses and seminars alone; the candidate is expected to show a mature grasp of the subject matter of all the fields covered and a wide acquaintance with the scientific literature of these fields.

ELIGIBILITY. Comprehensive examinations may not be taken earlier than the final semester during which the required course work is being completed. All course hour requirements (but not necessarily the thesis requirement) must have been met, or must be in the process of completion, in the semester in which the examinations are taken. All courses taken in residence must have been com-

pleted with at least an average grade of B in the case of candidates for the degree of Master of Arts, and with a better than B average in the case of candidates for the degree of Doctor of Philosophy.

EXAMINATION PERIODS occur only in the spring and the fall, on the days announced in the University calendar. All the examinations must be taken during the same examination period. Examinations are ordinarily held in the morning hours. The candidate will be notified by letter as to the dates on which his examinations fall.

APPLICATIONS for admission to the examinations must be made upon a form available at the Registrar's office. This form requires the signature of the student and the departmental chairman, and on it there must be listed the correct titles of the fields in which the candidate proposes to be examined. Application for examinations held in the spring must be filed with the Registrar not later than February 1, and for those held in the fall not later than July 15. When application has been made, and the applicant then finds it necessary to postpone his appearance for the examinations until a later time, he should immediately inform the Dean of the Graduate Division, indicating the time when he will probably appear. The Faculty reserves the right to exclude from the examinations a candidate who has not given due notice

on the above-mentioned dates of his intention to appear.

EXAMINATION RESULTS. A candidate for the degree of Master of Arts must pass satisfactorily in all fields in which he is examined in order to pass the comprehensive examinations as a whole. A candidate for the degree of Doctor of Philosophy must not only pass satisfactorily in all fields, but must also achieve the mark of distinction in at least

one field. Oral examinations may be required in addition to written papers in one or more of the comprehensive examination fields, at the discretion of the department.

If a candidate for a graduate degree fails to pass the comprehensive examinations, the Standing Committee of the Faculty may permit a second examination. Comprehensive examinations may not be repeated after a second failure.

DEPARTMENTAL REQUIREMENTS FOR THE COMPREHENSIVE EXAMINATIONS

DEPARTMENT OF ECONOMICS

The graduate program in Economics is designed to serve (1) those who, entering with a broad background, wish to specialize heavily in economics, and also (2) those who, on the basis of considerable competence in economics, wish to explore the borderlands between economics and other fields.

In keeping with this policy, the range of fields in which comprehensive examinations may be taken is wide. In each individual's case, programs are to be worked out carefully in advance so as to insure both breadth and depth of training. There is given below a general framework of comprehensive examinations in Economics, in Economic History, and in Agricultural Economics and National Resources.

I. Economics

Master of Arts—For the degree of Master of Arts, at least three fields must be offered. One field is to be either economic theory or the history of economic thought. The other two are ordinarily selected from the subjects listed in, (b), (c), or (d) below under the requirements for the degree of Doctor of Philosophy.

Doctor of Philosophy—For the degree of Doctor of Philosophy comprehensive examinations will be taken in the following four fields:*

(a) Economic Thought in (1) its historical and (2) its contemporary aspects.

(b) Economic History with emphasis upon the evolution of significant contemporary institutions.

(c) A mature understanding of the operations of the current economic organization. This requirement will be tested (a) by appraisal of the candidate's entire training and experience, and (b) by comprehensive examinations in at least three of the following subfields, selected with a view to a proper diversification of interests: Labor Economics; Money and Banking; Income and Consumption; Transportation and Communication; Marketing; Public Utilities; The Corporation and Corporation Finance; Housing Economics; Public Finance and Fiscal Administration; International Economic Relations; Agricultural Economics; National Resources; Statistics.

* Note: In addition to the foreign language requirements (see page 44) there is a tool requirement in quantitative methods, with emphasis on either statistics or accounting.

(d) The interrelations of Economics with some significant aspect of one of the following fields: Government; Law; Technology; Social Welfare; Philosophy and Ethics; Human Biology and Social Psychology; Geography.

The requirements, as stated, constitute a norm. Careful consideration will be given to suggestions of such departures from this norm as will emphasize unity and penetration in a student's program. For example, less than the usually required grasp of quantitative methods may be authorized if accompanied by mature familiarity with historical method and historiography, or with social psychology and social theory, or with political theory. In Field (c), other areas than the ones listed may be approved. In Field (d), some other appropriate field of interrelations may be offered.

II. Economic History

Fields in which comprehensive examinations will be taken:

(a) History of Economic Thought; Contemporary Economic Thought.

(b) Economic History.

(c) European History since 1500; English History; American History since 1787; Latin-American History; Canadian History; Far Eastern History; Intellectual History.

(d) Economic Resources; Statistics; Politico-Economic Relations; Religion and Economics; Social Legislation; Business Organization; a branch of economic life historically treated (e.g. Labor Relations; Public Finance, etc.); or other fields as listed above in (d) under *Economics* comprehensive examination requirements.

Master of Arts—From (a) either "History of Economic Thought" or "Contemporary Economic Thought"; from (b) either American or European Eco-

nomics History; from (c) or (d) any one of the fields listed.

Doctor of Philosophy—Both parts of (a); in field (b) the candidate must present "General Economic History," "European Economic History," and "American Economic History," but must show special competence in one of these three fields; one field from (c) and two fields from (d).

III. Agricultural Economics and National Resources

A program has been arranged to serve those who have graduated with honors from agricultural, forestry, and engineering colleges, as well as those who enter with the ordinary liberal arts background. Because of this diversity of backgrounds and interests, an individual program will be formulated for each student. The general framework of such an individual program is given below.

Master of Arts—For the degree of Master of Arts the comprehensive examinations cover, as a minimum, one field from Group (a), as stated below in the requirements for the Ph.D.; and two fields from Group (b).

Doctor of Philosophy—For the degree of Doctor of Philosophy the comprehensive examinations cover, as a minimum, the following:

(a) One field chosen from Economic Theory, History of Economic Thought, Economic History.

(b) Five fields chosen from Agricultural Economics, Forest Economics, Mineral Economics, Water Resources, Population, Power Economics, Economic Geography, Economic Planning.

(c) Two fields chosen from Statistics, Economics of Consumption, Agricultural Finance, Transportation, Labor Rela-

tions, International Economics, Politico-Economic Relations, Marketing, Economics of Public Works, Public Administration, Rural Sociology, Regionalism, Public Finance, Population.

(*d*) One additional field from (*a*), (*b*), or (*c*), above.

DEPARTMENT OF HISTORY

For the M.A. the comprehensive examination will cover one of the three fields in group (*a*), one field from group (*e*), and one field from the other groups. For the Ph.D. the comprehensive examination will cover two fields in group (*a*), and at least one field from each of the other groups. The fields offered for the M.A. may be offered (for more intensive examination) as fields for the Ph.D.

(*a*) A survey of the history of (1) Europe, (2) the United States, (3) Latin America. The emphasis will be placed upon a knowledge of general trends and major problems, and familiarity with the bibliography and historiography.

(*b*) Study of a particular nation or area, such as Russia, the Balkans, the north European industrial areas, the frontier, New England.

(*c*) Study of a special period, such as the United States since 1900, the Renaissance, the French Revolution, England in the 18th Century.

(*d*) Study of a special phase of a nation or area or period, such as the economic history of modern Europe, German nationalism, modern revolutions, diplomatic history of the United States, regionalism in the United States.

(*e*) Study in selected fields of other social sciences (for example, economics, political science, sociology) relevant to the student's line of interest.

DEPARTMENT OF INTERNATIONAL ADMINISTRATION

Candidates for the degree of Master of Arts in International Affairs will ordinarily be required to pass a comprehensive examination in International Law and Procedure and two other examinations in fields selected from (*a*) below. Other fields are optional.

Candidates for the degree of Doctor of Philosophy in International Affairs will be required to pass comprehensive examinations in at least two fields in addition to those listed under (*a*) below.

(*a*) International Law and Procedure, International Relations and Organization, International Relations of a Special Area, Constitutional Law, Diplomatic History.

(*b*) National Government, Comparative Government, Social Psychology, Geography, European History since 1500, Imperialism, a special branch or branches of International law.

DEPARTMENT OF POLITICAL SCIENCE

Candidates for the degree of Master of Arts in Political Science will ordinarily be required to pass three 3-hour written comprehensive examinations. One of these examinations will cover the general field described below as (*a*). A second examination will cover a selected aspect of (*a*). A third examination may be chosen from any one of (*b*), (*c*), (*d*), or (*e*) below.

Candidates for the degree of Doctor of Philosophy in Political Science will be required to pass comprehensive examinations in at least six fields at the doctoral level, distributed as follows: two in (*a*), one covering the general field of governments in the United States, and another in a selected aspect of this field; one of the fields listed in (*e*); one in (*b*) or in (*c*); and two in any of the

remaining areas indicated below. Not more than one of the latter options may be taken from (e).

The department is prepared to consider such departures from these requirements as will emphasize unity and depth in a student's program.

(a) *Governments in the United States.* This field includes a study of national, state, regional, municipal, and local political institutions and their interrelations. An understanding of these political institutions will require a working knowledge of constitutional and administrative law as these legal forces bear upon governmental processes. Likewise there must be an understanding of the informal controls of politics and administration, such as public opinion, pressure groups, and political parties.

(b) *The Evolution of Political Institutions and Theory.* The candidate should be prepared to discuss the development of political thought since Plato in relation to the concurrent evolution of social and political institutions. Certain writers, movements, and periods may be selected for emphasis.

(c) *Comparative Governments and Comparative Administration.* The candidate will be examined as to an approved group of countries other than the United States, with particular reference to their governmental institutions and processes and the way in which these governments attempt to cope with contemporary political, economic, and social situations.

(d) *Public Administration in the United States.* The candidate should understand the basic processes of administration and the application of these processes within the governmental units and within some selected field.

(e) *Related Fields.* For the candidate for the degree of Doctor of Philosophy one related field will be required and one

additional is recommended. Options, for examination purposes, may be made from within the fields listed: International Affairs; American History; European History; relationship of Government to some aspect of Economics; relationship of Government to some aspect of Social Economy; relationship of Government to Biology and Social Psychology; relationship between Government and Geography.

DEPARTMENT OF PUBLIC ADMINISTRATION

Candidates for the Master's and Doctor's degrees in Public Administration must register for the one semester Research Seminar in Public Administration. Candidates for the Doctor's degree will receive no credit for this seminar.

Candidates for the degree of Doctor of Philosophy in Public Administration are required, in addition to the language requirements, to demonstrate a knowledge of statistical methods equivalent in scope to the year course in Use of Statistical Methods at The American University, and to give satisfactory evidence of competence in the handling of statistics in at least one specialized field.

Candidates for both degrees are required to demonstrate their ability to apply the principles of public administration to a specific area or activity. This requirement may be fulfilled by a written report completed in connection with the seminar in Public Administration or the course in Principles of Public Administration, or as a separate non-credit case study or research paper. The written report must have the approval of two readers and must then be filed in the office of the Registrar.

A candidate for the degree of Master of Arts in Public Administration will take comprehensive examinations as outlined below:

(a) In one of the three following fields: National Government; State Government; Municipal Government.

(b) In two of the following fields: Financial Administration; Organization and Management; Public Personnel Management; Public Relations.

A candidate for the degree of Doctor of Philosophy in Public Administration must pass written comprehensive examinations in the sub-fields listed in (a), (b), and (c) below; in one field in (d) and one in (e).

(a) *Governments in the United States.* This field includes a study of national, state, regional, municipal, and local political institutions, and the interrelation among these units of governance. An understanding of these political institutions will require a working knowledge of constitutional and administrative law as these legal forces bear upon the governmental processes. Likewise there must be an understanding of the informal controls of politics and administration such as public opinion, pressure groups, and political parties if a cogent interpretation is given governmental structures and administration.

(b) *Public Administration.* He must offer one of the sub-fields in this group for distinction. He must also have a familiarity with the subject matter of two remaining sub-fields. This familiarity will be tested by means of a three-hour examination in each sub-field. The sub-fields are: Organization and Management; Public Personnel Management; Financial Administration; and Public Relations (including Public Opinion).

(c) *Field of Application.* A candidate must take a comprehensive examination or otherwise meet the requirement relating to the application of public administration principles to a particular

field such as the fields of forestry, agriculture, archives and records administration, housing, national resources, education, international trade, labor relations, money and banking, social security, and transportation.

(d) *Economic Theory or Political Theory.*

(e) *Related Fields.* American History; European History; International Relations; Economic Organization; Comparative Government; Social Economy; or some other approved related field.

DEPARTMENT OF SOCIAL ECONOMY

For the M.A. the comprehensive examinations will cover a general field chosen from (a), a specialized field chosen from (b), and a second field in a related area from (b).

For the Ph.D. the comprehensive examination will cover two general fields chosen from (a), and such fields chosen from (b), or other fields approved by the Department, as will provide an integrated program and thorough command of the student's chosen area.

(a) *General Fields:* Basic grounding in Social Theory; History of Social Thought; Economic Theory, History of Economic Thought; Social History; Economic History; Sociology; Cultural Anthropology; Social Psychology; or some approved general field taken from Political Science or Public Administration.

(b) *Other Fields:* Population; Social Security; Labor Market Problems; Labor Legislation; Labor Standards and Movements; Public Health and Medical Care; Housing; Standards of Living; Community Organization; Economic or Cultural Groups.

DEPARTMENT OF STATISTICS

Only the M.A. degree is offered in statistics. Candidates for the M.A. degree will be required to have:

(a) Satisfactorily completed a minimum of 15 semester hours of work in courses in statistical method and technique including at least 9 semester hours in courses offered at The American University;

(b) A field of application in which statistical method is an accepted analytical procedure, such as population, social security, labor, public health, public administration, money and banking, marketing, living standards and costs.

(c) A knowledge of the basic theory underlying one or more of the social sciences. "Knowledge of basic theory" is defined as the satisfactory completion, or equivalent, of the introductory graduate work in theory, as offered by the several Departments of the School of Social Sciences and Public Affairs at The American University, e. g., economic theory, and may, on approval of the Department, include mathematical theory.

(d) A reading knowledge of a language; on approval of the Department, accounting or advanced mathematics may be substituted.

On approval by the Department chairman, requirement (b) may be met in

conjunction with the preparation and defense of the Master's thesis.

The comprehensive examinations for the M.A. in statistics will cover three fields: (1) an examination in statistical method and technique; (2) a field of application as indicated in (b) above; (3) an examination in basic theory in one of the social sciences as indicated in (c) above.

Statistics may be offered as one of the required fields in comprehensive examinations for the M.A. and Ph.D. degrees in a number of departments. When offered as a field for the M.A. degree, the requirement will consist of the satisfactory completion of a one-year course in statistics equivalent to both semesters of the course on the use of Statistical Methods, or other specialized courses offered by The American University, plus satisfactory evidence of competence in the handling of statistics in at least one special field. For the Ph.D. degree the same framework of requirement is handled at a more advanced level. A written examination will be given to candidates offering statistics as a field.

THE THESIS

The thesis is expected to demonstrate ability to carry on independent research and to give evidence of sound scholarship. A candidate for the doctorate will be required to show in the thesis the power to make an original contribution to the knowledge of his field.

A thesis topic should be selected as early as possible. The candidate can then more effectively equip himself with the necessary research tools (languages, statistics, accounting, mathematics, etc.), plan with his departmental adviser the appropriate courses and seminars, and lay

out a program for the comprehensive examinations that is related to his major interests. All these requirements should be made parts of a well conceived plan of graduate study. The topic for research should be selected tentatively within some broad area of the candidate's primary interest (as, for example, corporation finance, constitutional law, budgetary administration, social security, international administration, etc.). His own background and ability to handle the problem, as well as the accessibility of source materials, and the probable

value of the study as an original contribution to knowledge in the field, all are factors to be considered in selecting a problem to be developed into a thesis.

Procedure for Submitting Statement of Thesis Topic. Every proposal for a thesis topic is reviewed by the Standing Committee of the Faculty. The procedure for requesting approval of the proposed research problem is as follows:

1. A typewritten statement of the proposed thesis topic is prepared after conference with some member of the Faculty. This statement of the thesis topic should include all of the items below:

(a) The date; candidate's name; the degree for which he is a candidate.

(b) The title of the proposed thesis (which may be modified after consultation with the thesis committee as the work progresses).

(c) A statement of the major problem of research involved.

(d) A statement of such supporting problems as seem clear at this stage.

(e) A statement of the data that are to be used in the research. (This should include a clear indication of both primary and secondary sources, especially studies in the field already completed by others.)

(f) A statement of the probable importance and value of the study proposed.

(g) A statement of methods to be used in making the study in so far as such methods can be indicated at this stage.

(h) A preliminary outline of the topic, indicating chapter headings and sub-topics.

2. If this typewritten statement of the proposed thesis topic meets with the approval of the chairman of the department, the candidate should then transmit

ten copies to the Dean of the Graduate Division, together with one copy of the form "Qualifications of Candidate" properly filled in. (This form can be obtained at the Registrar's office.) The proposal will be considered by the Standing Committee of the Faculty, which ordinarily meets once each week.

3. The candidate is notified by letter of the action taken upon his proposal. If the topic is approved, such approval indicates only that the committee considers the topic a suitable one for a thesis if it is developed adequately. The development of the topic into an acceptable thesis is the exclusive responsibility of the candidate.

4. Approval of the thesis topic by the Standing Committee must be secured not later than the last Friday of January for M.A. degrees to be awarded in June of the same year. Doctoral candidates will usually require at least a year for completion of the thesis after the topic has been approved.

Preparation of the Thesis. If the topic is approved, the Standing Committee appoints a thesis advisory committee. It is assumed that the candidate will take the initiative in conferring with his advisory committee chairman at all transitional points in his research. He should confer with other members of his advisory committee frequently enough to benefit from their counsel and to keep them fully informed of his progress. A detailed statement of "Regulations for the Preparation of the Thesis for the M.A. or Ph.D." should be obtained at the office of the Registrar.

Final Oral Examination. An oral examination by the thesis advisory committee is held primarily on the thesis, but also on its relation to the general field of study in which the thesis subject lies. This examination will be scheduled at

any time during the year but only after the committee has given the entire thesis tentative approval. The candidate is expected to supply each committee member with a copy of the completed manuscript well in advance of the examination; examiners may require several weeks for the reading of the thesis. Usually the candidate is required to make certain modifications in the thesis after the oral examination. Members of the thesis committee will indicate their approval of the corrected thesis by their signatures on the title page.

Final oral examinations must be completed before May 1 for candidates who expect to receive the degree at the following June commencement. Candidates for the M.A. degree should accordingly plan to have the thesis in acceptable form not later than April 1, and preferably much earlier. A doctoral candidate should present his completed thesis to committee members not later than February.

Filing of Theses. After completion of the oral examination of the thesis, the

student must file with the Registrar not later than May 20 four clearly legible typewritten copies, properly signed on the title page of the first copy by all members of the thesis committee, if the candidate wishes to obtain his degree at the June commencement. There must be at least one original on bond paper and three clearly legible carbon copies on onion skin paper. Three bound copies of the thesis are retained by the University library. One bound carbon copy may be reclaimed by the student. The required paper for this purpose should be secured in the book store at 1901 F Street, N. W.

There must be filed, together with the four copies of the thesis, two copies of a *summary* of the thesis in a form suitable for publication. This summary will contain the title, the candidate's name, the degree, a statement of the problem, and an abstract of the findings. It should not exceed 1200 words in length.

The binding fee is due at the time the thesis is deposited at the Registrar's office.

NON-THESIS RESEARCH PROJECTS

(Research 650)

"Research 650" is designed to enable advanced graduate students to carry on, under supervision of a member or members of the faculty, a particular research project. The following regulations apply:

1. There will be submitted at time of registration a brief proposal approved in writing by the Chairman of the Department and the instructor concerned. This proposal will contain the following items: the date, the name of the student, the title of the project, an outline of the objectives. Registration may take place

at any time. One semester hour is the minimum for which registration may be made.

2. The time limit for the completion of the project is one calendar year from the date of registration.

3. Not more than six semester hours of non-thesis research may be counted toward the M.A. degree. Not more than twelve semester hours may be counted toward the Ph.D. degree, except in special cases which have been approved by the Chairman of the Department and the Dean of The Graduate Division; in these special cases the total of the research must lie outside the candidate's

thesis topic if the hours are to be counted as meeting course hour requirements.

4. At the completion of the research project, there are to be filed with the Registrar the following:

(a) An original typed and bound copy of the manuscript, suitable for filing in the Library, bearing on the title page the signature of the Chairman of the Department and the instructor in charge of the research.

(b) A separate report, signed by the instructor in charge, containing these items: the date, the name of the student, the title of the project, a statement of the manner and place in which the research was conducted, a bibliography, and a brief (two-page) summary of findings.

No credit can be assigned until both of these documents have been filed with the Registrar.

READING COURSES

A limited amount of the study in residence required for a graduate degree may be completed in courses of supervised advanced reading in the fields in which the student proposes to appear for comprehensive examinations. The following regulations apply:

1. A student will not ordinarily be permitted to register for a reading course unless he has a background in the field as indicated by the successful completion of systematic basic courses. The nature and extent of this background must be indicated on the application for registration.

2. There will be submitted at time of registration a brief proposal approved in writing by the instructor in charge and the Dean of the Graduate Division. This proposal will contain the following items: the date, the name of the student,

the title of the project, and an outline of the objectives. The appropriate form for registration is available at the Registrar's office.

3. Registration for a reading course must be made at a regular registration period. The time limit for the completion of the work is one semester or summer session.

4. At the completion of the course, an examination will be given by the instructor in charge. Certification for credit is to be made over the signatures of the Dean of the Graduate Division and the instructor. In this document there must be a list of readings done by the student, and a certification that regular tutorial meetings were held by the instructor. This document is to be filed with the Registrar, together with the final examination questions and answers.

IN-SERVICE TRAINING PROJECTS

Study and research projects may be undertaken by a limited number of properly qualified persons as an integral part of their degree programs, in fields related to their official duties in governmental or private agencies. These projects are supervised jointly by the faculty and the agencies in which the students are em-

ployed. The following regulations govern the registration for In-Service Training Projects:

1. Students will register for an "In-Service Training Project."

2. Registration can be completed only after a carefully prepared statement of

the proposed project has been filed with the Registrar, properly signed by the supervising officer in the agency in which the In-Service Training Project is carried on, the appropriate Departmental Chairman in the School of Social Sciences and Public Affairs, and the Dean of the Graduate Division.

3. Students will be registered initially for not more than three semester hours; the Standing Committee may authorize extension of the number of hours if progress warrants it.

4. Before credit is given, two copies of

a written report of the project, one original and one carbon, are to be filed with the Registrar, signed by the two advisers who approved the project, not later than one calendar year from the date of registration.

5. This work, properly completed, is acceptable as residence credit toward the Master's Degree.

6. All proposals for registration, examinations or any other action concerning this matter must be brought before the Standing Committee of the Faculty.

THE UNDERGRADUATE DIVISION

ADMISSION

ADMISSION TO FULL STANDING FOR STUDENTS WHO DESIRE TO OBTAIN AN UNDERGRADUATE DEGREE.

For Students Without Previous College Credit

Undergraduate students without previous college credit who wish to become candidates for an undergraduate degree may be admitted to full standing in the Undergraduate Division of the School of Social Sciences and Public Affairs either by certification or by examination.

CERTIFICATION — The scholastic requirement for admission to the Undergraduate Division by certification is the completion of a four-year course in an accredited high school or its equivalent with a minimum of fifteen acceptable units. The fifteen units must include three units in English and six units in the following: (1) Foreign Languages, (2) Mathematics, (3) Social Sciences, (4) Natural Sciences. The remaining six units may be presented in any subjects in the regular curriculum of the high school. The scholastic average for the nine units of academic work and for the total of fifteen units must be "C" or better.

EXAMINATION — Applicants who cannot fulfill the requirements for admission by certification may make up deficiencies and secure the necessary credit in the subjects lacking by passing the examinations of the College Entrance Examination Board of the New York Board of Regents or of any similar state agency; or by passing validating examinations given by the University. Further information concerning admission by ex-

amination may be obtained from the Dean of the Undergraduate Division.

For Students With Previous College Credit

Undergraduate students with advanced standing from an accredited college or institution may receive credit without examination for work completed at such institution subject to the following requirements:

1. Submission of an official transcript from each accredited college or university previously attended showing the following: (a) Entrance credits into that institution(s); (b) The complete college record including grade of scholarship in each subject taken; (c) Honorable dismissal.
2. The complete record of previous college credit must indicate a satisfactory scholastic average.
3. Applicants with less than thirty semester hours of advanced standing must provide a high school transcript fulfilling all requirements for admission of students without previous college credit.

No advanced credit will be given for work done in a secondary school, or for work completed under private tutors. Credit earned through correspondence or home study will be accepted only to the extent such courses were taken in an accredited college or university and the credit earned applied by that institution toward the completion of its own degree. Advanced credit from non-accredited institutions will be accepted only upon the basis of validating examinations. Information concerning such examinations

may be obtained from the Dean of the Undergraduate Division.

ADMISSION TO THE UNDERGRADUATE DIVISION FOR STUDENTS WHO DO NOT DESIRE TO OBTAIN AN UNDERGRADUATE DEGREE.

Undergraduate students who are not eligible for admission to full standing, or who do not wish to work for credit ap-

plicable to an undergraduate degree may register for courses for which they have an adequate background. Such students take part in all classroom activities, assignments, and examinations and receive a grade for the course. A transcript indicating the work covered and the credit and grade received may be obtained, but such credit is not applicable toward a degree.

GRADUATION REQUIREMENTS

The degrees of Bachelor of Science in Social Science, Bachelor of Science in Administration, and Associate in Administration are conferred at the annual commencement upon all students who have completed satisfactorily the requirements for such degrees as to hours, required courses, distribution of work, grades, and the major field of concentration. In each case at least thirty semester hours of work for the degree with a scholastic average of "C" or better must be taken in residence at The American University.

The minimum requirement for the degree of Bachelor of Science in Social Science or Bachelor of Science in Administration is the completion of one hundred twenty-six semester hours of academic credit with an average of "C" or better. At least sixty semester hours must constitute basic work of which twenty-four semester hours must be taken in the field of the social sciences. The additional sixty-six semester hours must include forty-two hours of advanced or specialized work in the field of concentration as approved by the chairman (or his representative) of the department in which the major is taken. The remaining twenty-four semester hours may include any courses acceptable for credit.

The minimum requirement for the degree of Associate in Administration is the completion of sixty-three semester hours of academic credit with an average of

"C" or better. At least thirty semester hours must constitute basic work of which fifteen semester hours must be taken in the field of the social sciences. The additional thirty-three semester hours must include twenty-four semester hours of advanced or specialized work in the field of concentration as approved by the chairman (or his representative) of the department in which the major is taken. The remaining nine semester hours may include any courses acceptable for credit.

PRESCRIBED COURSES FOR THE DEGREE OF BACHELOR OF SCIENCE IN SOCIAL SCIENCE

[I]

Basic courses—60 semester hours (Courses numbered I and II), including:

1. Social Science—Basic courses—24 semester hours, including:

(a) Human Living: The Social Sciences (I) (or the equivalent) 6 semester hours.

(b) Additional basic social science—18 semester hours, including not less than 3 semester hours in each of the following fields: Economics, History, International Affairs, Political Science and Social Economy.

2. General Studies—36 semester hours, from the following fields (not over 12 of which may be taken in any one, except as electives)

(a) English and Speech—12 semester hours of which at least 6 must be in English Composition.

(b) Humanities.

(c) Natural Science and/or Mathematics.

(d) Foreign Languages.

[II]

Advanced Work in the field of Major Concentration — 42 semester hours. (Courses numbered III or above.)

The entire 42 semester hours must be taken in the following fields with not less than 24 semester hours in one; not less than 3 semester hours in each of the other four; and the additional 6 semester hours distributed as desired: Economics, History, International Affairs, Political Science and Social Economy. The entire 42 semester hours must be approved by the chairman of the department in which the minimum requirements of 24 semester hours falls.

[III]

Electives—24 semester hours. (These may consist of any work accepted for credit irrespective of field or level)

PREScribed COURSES FOR THE DEGREE OF BACHELOR OF SCIENCE IN ADMINISTRATION

[I]

Basic courses—60 semester hours (Courses numbered I and II), including:

1. Social Science—Basic courses—24 semester hours, including:

(a) Human Living: The Social Sciences (I) (or the equivalent)—6 semester hours.

(b) Principles of Economics or Introduction to Politics—(depending upon the field of major concentration)—3 semester hours.

(c) Principles of Accounting or Elementary Statistics—6 semester hours.

(d) Electives in basic social science—9 semester hours.

2. General Studies—36 semester hours, from the following fields (not over 12 of which may be taken in any one, except as electives)

(a) English and Speech—12 semester hours, of which at least 6 must be in English Composition.

(b) History and/or Humanities.

(c) Natural Science and/or Mathematics.

(d) Foreign Languages.

[II]

Advanced work in the field of major concentration — 42 semester hours. (Courses numbered III or above)

The major may be taken in Business Administration in the Department of Economics, or in Public Administration in the Department of Public Administration. The framework of requirements for both majors is listed below.

[III]

Electives—24 semester hours. (These may consist of any work accepted for credit irrespective of field or level.)

Major in Business Administration

1. Introduction to Business Administration—3 semester hours.

2. Required fields—24 semester hours, at least 3 semester hours of which must be taken in each of the fields listed below, with a minimum of 9 semester hours in one:

(a) Money and Banking.

(b) Business Law.

(c) Labor Problems.

(d) Marketing.

(e) Public Finance and Taxation.

(f) Statistics.

(The minimum requirement of 9 semester hours in one of the above fields may also be fulfilled by 9 semester hours of accounting in addition to the 6 semester hours included in the basic course requirement.)

3. Additional advanced work in Economics or Business Administration—15 semester hours, to be selected from the above fields or from the optional fields listed below:

- (a) Economic History.
- (b) Economic Theory.
- (c) Personnel Problems.
- (d) Public Utilities.
- (e) Constitutional and Administrative Law.
- (f) Public Administration.
- (g) International Economics.
- (h) State in Relation to Economic Order.
- (i) Social Economy.

Major in Public Administration

1. Introduction to Public Administration—3 semester hours.

2. Advanced Political Science—12 semester hours, including:

- (a) Legislation.
- (b) Executive.
- (c) Constitutional and Administrative Law.
- (d) Theory.

3. Public Administration—21 semester hours, to be selected from the following fields with not less than 3 semester hours in any one field:

- (a) Management.
- (b) Personnel.
- (c) Financial Administration.
- (d) Public Relations.

4. Public Administration Coordination Courses—6 semester hours.

Students who major in Public Administration must include in basic social

science a minimum of 3 semester hours in Statistics.

PRESCRIBED COURSES FOR THE DEGREE OF ASSOCIATE IN ADMINISTRATION

[I]

Basic Courses—30 semester hours (Courses numbered I and II), including:

1. Social Science—Basic courses—15 semester hours, including:

- (a) Human Living: The Social Sciences (I) (or the equivalent)—6 semester hours.
- (b) Principles of Economics or Introduction to Politics (Depending upon the field of major concentration)—3 semester hours.
- (c) Principles of Accounting or Elementary Statistics—3 semester hours.
- (d) Elective in basic social science—3 semester hours.

2. General Studies—15 semester hours in the following fields with not less than 6 semester hours in English and one other field.

- (a) English.
- (b) History and/or Humanities.
- (c) Natural Science and/or Mathematics.
- (d) Foreign Languages.

[II]

Advanced work in the field of major concentration — 24 semester hours (Courses numbered III or above). Majors may be taken in the following fields:

- (a) Economics.
- (b) Business Administration.
- (c) Financial Management.
- (d) Public Administration.
- (e) Personnel Management.
- (f) Accounting.
- (g) Records Administration.
- (h) Social Economy.

In each case the courses selected in fulfillment of this requirement must be approved by the chairman (or his representative) of the department in which the major is taken.

[III]

Electives—9 semester hours. (These may consist of any work accepted for credit irrespective of field or level.)

PREScribed COURSES FOR THE DEGREE OF ASSOCIATE IN ADMINISTRATION (PRE-LEGAL)

The following curriculum is designed for students who wish to obtain a two-year program in pre-legal training with a view toward completing the degree of Bachelor of Science in Social Sciences or Bachelor of Science in Administration, after obtaining a law degree or simultaneously with the study of law. Programs of study should be planned in consultation with the undergraduate dean.

For Students Who Plan to Complete the Degree of Bachelor of Science in Ad- ministration

[I]

Basic Courses—48 semester hours (Courses numbered I and II), including:

1. Basic Social Science—18 semester hours, including

(a) Human Living: The Social Sciences (or the equivalent)—6 semester hours

(b) Principles of Economics or Introduction to Government—3 semester hours

(c) Principles of Accounting—3 semester hours

(d) Elementary Statistics—3 semester hours

(e) Elective in Basic Social Science—3 semester hours.

2. General Studies—30 semester hours in the following fields with not less than 12 semester hours in English and one other field:

(a) English

(b) History and/or Humanities

(c) Natural Science and/or Mathematics

(d) Foreign Languages.

[II]

Advanced work in the field of major concentration—15 semester hours (Courses numbered III or above).

Courses selected in fulfillment of this requirement should be approved by the chairman (or his representative) of the department in which the Bachelor of Science major is planned.

For Students Who Plan to Complete the Degree of Bachelor of Science in Social Sciences

[I]

Basic Courses—48 semester hours (Courses numbered I and II), including:

1. Basic Social Science—18 semester hours, including,

(a) Human Living: The Social Sciences (or the equivalent)—6-semester hours

(b) 3 semester hours each in four of the following five fields: Economics, History, International Administration, Political Science and Social Economy.

2. General Studies—30 semester hours in the following fields with not less than 12 semester hours in English and one other field:

(a) English

(b) Humanities

(c) Natural Science and/or Mathematics

(d) Foreign Languages.

[II]

Advanced work in the field of major concentration—15 semester hours (Courses numbered III or above).

Courses selected in fulfillment of this requirement should be approved by the chairman (or his representative) of the department in which the Bachelor of Science major is planned.

COMPLETION OF THE BACHELOR OF SCIENCE DEGREE FOR LAW STUDENTS

Students who have completed the degree of Associate in Administration (Pre-Legal) who wish to continue for the degree of Bachelor of Science in Social Science or Bachelor of Science in Administration may apply 30 semester hours of work in law, together with the additional 33 hours of prescribed study as listed below:

1. General Studies—6 semester hours in one of the fields of General Studies listed

above except those in which 12 semester hours have been previously completed.

2. Advanced work in the field of major concentration—21 semester hours (Courses numbered III or above).

All courses included in the field of major concentration must be approved by the chairman (or his representative) of the department in which the major is taken.

The major for the degree of Bachelor of Science in Social Sciences may be taken in Economics, History, International Administration, Political Science or Social Economy in those departments. The major for the degree of Bachelor of Science in Administration may be taken in Business Administration in the Department of Economics or in Public Administration in the Department of Public Administration.

3. Electives—6 semester hours. (These may consist of any work accepted for credit irrespective of field or level.)

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The program of the School of Social Sciences and Public Affairs is cooperatively developed and administered by the Standing Committee of the Faculty. Special committees are appointed through and are responsible to this Committee. The Committee is constituted as follows:

Chairmen of Departments
Director of the School
Dean of the Graduate Division
Dean of the Undergraduate Division
Registrar
Librarian
Adviser of Foreign Students

The Standing Committee reports semi-annually to the faculty of the School of Social Sciences and Public Affairs. The faculty as a whole acts upon the academic policy and general program. The Standing Committee for the academic year 1944-45 is as follows:

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Established by Act of Congress of the United States of America
February 24, 1893

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ANALYSIS OF REGISTRATION

COLLEGES AND UNIVERSITIES FROM WHICH GRADUATE STUDENTS DURING 1943-1944 HELD DEGREES

American University, The.....	22	Oberlin College	8
Antioch College.....	5	Ohio State University.....	5
Barnard College.....	8	Ohio University	10
Brooklyn College	60	Oklahoma, University of	5
California, University of.....	17	Oregon, University of.....	5
Chicago, University of	24	Pennsylvania, University of.....	23
College of the City of New York.....	73	Pittsburgh, University of	9
Colorado, University of	6	Princeton University	8
Columbia University	51	Radcliffe College	9
Cornell University	6	Rochester, University of	5
Dartmouth College	5	Smith College	16
Duke University	9	Swarthmore College	7
Florida, University of	5	Stanford University	5
Georgetown University	5	Syracuse University	8
Georgia, University of	6	Temple University	12
George Washington University	44	Virginia, University of	5
Goucher College	7	Washington, University of.....	11
Harvard University	32	Wellesley College	11
Howard University	15	Western Reserve University	5
Hunter College	30	Wisconsin, University of	13
Illinois, University of	16	Yale University	6
Indiana University	6	Brown University, Carlton College, Emory	
Iowa, University of	6	University, University of Miami, Uni-	
Johns Hopkins University	6	versity of Nebraska, Randolph-Macon	
Kansas, University of	6	College, Westminster College, College	
Maryland, University of	11	of William and Mary, University of	
Massachusetts Institute of Technology...	6	Wichita	4
Michigan, University of	25	All others (169 in number).....	252
Minnesota, University of	10	Foreign Universities: Chosen Christian	
Mississippi, University of	6	College, Korea. Universities of: Bra-	
Missouri, University of	11	zil, Chile, Dalhousie, Exeter, Fuh Tan,	
New York University	34	Habana, Halle, Leon, London, Madrid,	
North Carolina, University of.....	5	Manitoba, Mexico City, Montreal, Pan-	
Northwestern University	11	ama, Rio de Janeiro, Santo Domingo,	
		Saskatchewan, Toronto, Tsing Hua,	
		Vienna.	

GEOGRAPHICAL DISTRIBUTION, 1943-4

	<i>Under-</i>			<i>Under-</i>	
	<i>Graduates</i>	<i>graduates</i>		<i>Graduates</i>	<i>graduates</i>
Alabama	9	12	Rhode Island	2	5
Alaska		1	South Carolina	4	7
Arizona	1	1	South Dakota	4	5
Arkansas	6	14	Tennessee	17	20
California	27	15	Texas	16	23
Colorado	14	8	Utah	3	6
Connecticut	12	7	Vermont	3	3
Delaware	2	0	Virginia	36	83
District of Columbia	102	143	Washington	7	9
Florida	14	16	West Virginia	7	18
Georgia	11	11	Wisconsin	22	22
Hawaii	1	1	Wyoming	1	2
Idaho	1	1			
Illinois	39	46			
Indiana	14	21	<i>Foreign Countries</i>		<i>No. of</i>
Iowa	8	17	Brazil		<i>Students</i>
Kansas	9	9	Canada		4
Kentucky	7	7	China		14
Louisiana	4	3	Chile		4
Maine	2	5	Colombia		3
Maryland	44	51	Commonwealth of the Philippines		1
Massachusetts	50	29	Costa Rica		1
Michigan	19	13	Cuba		1
Minnesota	9	23	Dominican Republic		1
Mississippi	6	7	Ecuador		2
Missouri	15	24	Egypt		1
Montana	1	3	France		1
Nebraska	7	15	Germany		1
Nevada	1	1	Great Britain		6
New Hampshire	3	5	Guatemala		1
New Jersey	29	20	Korea		1
New Mexico	5	4	Mexico		2
New York	245	132	Nicaragua		4
North Carolina	19	20	Panama		3
North Dakota	3	5	Union of Soviet Socialist Republics		1
Ohio	31	35			
Oklahoma	7	19	Grand total		2077
Oregon	7	12	Total graduate students		1001
Pennsylvania	67	85	Total undergraduates		1076

GIFTS AND BEQUESTS

The School of Social Sciences and Public Affairs of The American University derives its income from endowments; from the annual gifts of its friends in support of particular departments, fields of special interest, and research projects; from the grants of foundations; from corporations concerned with its program; and from student fees.

The President of the University and the Faculty of the School welcome the opportunity to discuss the development of projects of especial interest to individuals or groups.

A bequest made to the University establishes an enduring value which becomes a part of the life of each new generation of students.

FORM OF BEQUESTS

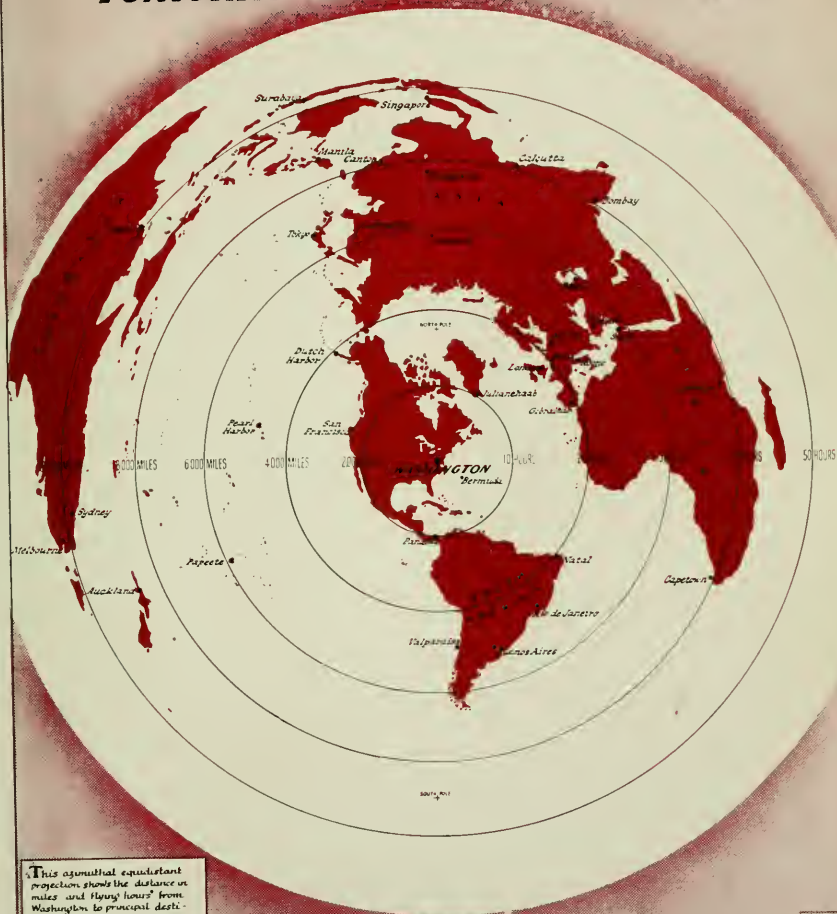
I. UNRESTRICTED

I give and bequeath to The American University, a Corporation established by Act of Congress of the United States on February 24, 1893, and located in the District of Columbia, or its successors, forever, the sum of..... dollars to be used for the support of the program of the School of Social Sciences and Public Affairs, or its successor, in such manner as the Trustees of The American University may direct.

II. RESTRICTED

I give and bequeath to The American University, a Corporation established by Act of Congress of the United States on February 24, 1893, and located in the District of Columbia, or its successors, forever, the sum of..... dollars, to be known as the..... Fund, such sum to be invested as a part of the permanent endowment fund and the annual income therefrom to be expended by the Trustees of The American University for the benefit of the School of Social Sciences and Public Affairs.

TOMORROW'S WORLD: CLOSER TO HOME



This azimuthal equidistant projection shows the distance in miles and flying hours* from Washington to principal destinations in the expanding air world.

*Flying hours based on average speed of 200 m.p.h.

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2077

The AMERICAN UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

CURRICULUMS LEADING TO THE DEGREES OF

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AND

BACHELOR OF SCIENCE

SPRING SEMESTER—1945

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